

**Section Addition Form**

**Contact Person: Department: Telephone:**

           

**Term**: **Section Type**:

**Subject Code**:      **Course Number**:      **Section Number**:

**Course Title**:

**Schedule Type**:  **Grading Mode**:

**Session Code**:  **Cross Listed with**:

**Special Approval Needs**:

**Part of Term Code**:

**Credit Hours**:       **Billing Hours**:      **Max Enrollment**:

**Visible**:

**Meeting Pattern:** Enter Time in Military Format (ex. 1 pm is 13:00)

Enter building and room information if course is in a departmentally controlled space. Leave blank if course will be in a general purpose classroom. Please select room features for both cases.

**M T W T F S Start Time End Time Building Room**

                 

**Room Features:**

|  |  |  |  |
| --- | --- | --- | --- |
| No Room Needed | Downtown Campus | No Tech Needed | Movable Seating |
| General Classroom | Evansdale Campus | iDesign Standard | Enhanced Accessibility |
| Department Classroom | Health Sciences Campus | iDesign Computer Lab | Special Equipment |
|  |  | Department Tech Level I | White Board |
|  |  | HSC Computer Lab | Chalk Board |
|  |  | HSC Team Based | Movable Board |
|  |  | HSC Premium | Extra Boards |
|  |  | HSC Standard | HSC Powered Seating |
|  |  | HSC Basic |  |

\*\*\*Please include room features for additional meeting patterns in general comments below

**Instructor Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor 700 Number** | **Instructor Last**  **Name** | **Instructor First**  **Name** | **Percent Responsibility** |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |

**Extended Learning Information (Optional):**

**Campus/College Code**:

**County Code:**        **Zip Code:**

**Primary Delivery Method**:  **Secondary Delivery Method**:

**Tuition Waived/Requires Special Fees**:  Yes  No

**Restrictions:**

**College**:  Include  Exclude

**Major/Minor:**

Include  Exclude

**Class:**  Include  Exclude

**Honors**:  Yes

**Course Comments**:

**General Comments**: