

**REQUEST FOR THE CREATION OF NEW COURSE SECTION  
OR  
CORRECTION TO AN EXISTING COURSE**

This form must be used when adding a course that was not in the original class schedule or to change an existing course section. All of the following information and approvals must be provided before a course section will be established in the Student Information System. **If course has a separate lab, you must verify course inventory approval for lab and use separate form for lab section.**

<b>REQUIRED INFORMATION</b>	<b>Semester</b> _____	<b>Full Term</b>	<b>1<sup>st</sup> 8 weeks</b>	<b>2<sup>nd</sup> 8 weeks</b>
<b>College:</b> _____	<b>ANRS</b> _____	<b>AS</b> _____	<b>E&amp;PS</b> _____	<b>MRGC</b> _____
<b>Department:</b> _____				
<b>Check One</b>	_____ Create New Section ( <i>Complete entire form</i> )			
	_____ Change Existing Section ( <i>Complete only fields that are changing</i> )			
	Existing Course Reference Number (CRN) _____			

**Course Subject** \_\_\_\_\_ **Course Number** \_\_\_\_\_ **Cross-list with** \_\_\_\_\_  
*ENG or MATH* *1301*

**Title** \_\_\_\_\_  
*(If different from official course inventory title - LIMIT 25 CHARACTERS INCLUDING SPACES)*

**Instructor Banner ID: A** \_\_\_\_\_ **Name** \_\_\_\_\_

<b>Instruction Method</b> _____	<b>Session Type</b> _____
<i>FTF - Face to Face</i>	<i>(BLANK) - Normal Academic Term</i>
<i>TWY - Two-Way Interactive Video</i>	<i>1 - Shortened Format (Summer only)</i>
<i>WEB - Web Delivered</i>	<i>2 - Saturday Format (Summer only)</i>
<i>WEBX - WebEx Delivered</i>	<i>T - Two-Day Format (Summer only)</i>
<i>WEN - Web Enhanced</i>	<i>W1 - Weekend I Format</i>
<b>Special Approvals/Restrictions</b> _____	<i>W2 - Weekend II Format</i>
<b>(If none, write "none")</b>	<i>W3 - Weekend III Format</i>

**Meeting Days** \_\_\_\_\_ **Meeting Time:** Begin \_\_\_\_\_ End \_\_\_\_\_  
*Example: MWF TR TBA* *Times must conform to University Policy*

**Building** \_\_\_\_\_ **Room Number** \_\_\_\_\_ **Off Campus Site** \_\_\_\_\_

**If Web Enhanced (WEN), what percentage of instruction is delivered on the web?**

\_\_\_\_\_ 50% or less \_\_\_\_\_ More than 50% but less than 85%

**Maximum Enrollment** \_\_\_\_\_

**APPROVALS**

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Dean of College \_\_\_\_\_ Date \_\_\_\_\_

Forms missing key information or not conforming to approved course inventory will be returned.