If possible, print form on yellow paper.

COURSE CREATION FORM

To be used by Department Chair or Dean

All items must be filled in, even if TBA or N/A is the answer

Date: If this section is being created for one student, enter name and Student ID# below

Name: **Student ID Number:**

Circle the Semester section is to be offered: Summer I Summer II Summer III Fall Spring

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

Title: | | | | | | | | | | | | | | | | | | | | | | | | | | |

(Must include **ST:** for X99 courses in the 28 characters maximum)

Circle one format: co-op, externship, field experience, independent study (as defined in the catalog), individualized study**,** internship, lab, lecture, lecture/lab, online, practicum, seminar, student research, study abroad or thesis

Third Party: **YES** **NO**

Circle one Approval Code: **A1**-Perm of Instructor, **A3**-Perm of Dept Chair, **E3**-Clear for Teach Block, **H1**-Honors

Codes will require an override to enable Web Registration. **Note**: A3 must be used for COOP courses

Credit Hours: **Class Size Limit:**

Do the dates of this course differ from the regular semester dates? If so, please provide dates:

(copy to VPAA)

Days:

Start Time: **Stop Time:**

Building: **Room Number:**

Instructor ID:

Instructor Last Name: **First Name:** **Middle Initial:**

Comment/Pre-requisites (28-character limit):

"Permission required" in the comment column of the schedule will not prevent registration. Only an approval code prevents registration. Chairs/Deans can use SFASRPO to override this.

Is this course cross listed? If yes, provide SUBJ _____ CRS# _____SEC _____ of cross listed course.
Total limit for cross listing _____ Limit for this course _____ Limit for cross listed course _____

Is being in a **specific major**, **minor** or **concentration** a requirement for enrollment? YES _____ NO

List Maj/Min or Conc

DEPARTMENT CHAIR (required for all courses):

DEAN SIGNATURE (required for all courses):

VPAA Signature (required for X99 courses & non-standard course dates):