## **COURSE REQUEST FORM – UNDERGRADUATE STUDIES**

Name:			Phone:						
Email:		<del></del>	Office:						
The requested t	ime MUST adhe	•	ard class start ti	the course you need built in St mes. All courses will be built w c schedule.					
Course and	Enrollment	Day(s)	Time	Preferred Building/Room					
sec#	Сар								
Instructor of Re	cord (PRIMARY IC	OR) Name:							
IOR is teach	ning as part of his,	her Assignment o	of Responsibilities	(AOR)					
	n adjunct appoint	ment							
	nching Assistant								
_	his course for the		NO	to the standard standard second					
		ientiais form mus	t be on file before	e instructor is put in the course					
Other Instructor	(5)								
Role (IOR, MEN	TOR)								
• •	(GRADE/APPROV	Έ)							
Schedule Print	YES NO	-	pacity YES	NO					
(course visible to	o students)	If Yes, incl	ude code to be us	sed					
-	to be included?								
		ted to 28 charact							
Textbook(s) Required? Yes No If yes, textbook ISBN, Title, Author									
Course and	Enrollment	Day(s)	Time	Preferred Building/Room					
sec#	Сар	,,,		<b>.</b>					
Instructor of Po	 cord (PRIMARY IO	DP) Namo:							
ilistructor or ke	COIG (PRIIVIART IC	ok) Name.							
IOR is teach	ning as part of his	/her Assignment o	of Responsibilities	(AOR)					
	n adjunct appoint	-							
IOR is a Tea	ching Assistant								
_	his course for the		NO						
If yes, resume/transcript and credentials form must be on file before instructor is put in the course									
Other Instructor	r(s)								
Name	TOP \								
Role (IOR, MEN		'F)							
GRADE ACCESS (GRADE/APPROVE)  Schedule Print YES NO Reserve Capacity YES NO									
(course visible to students)  If Yes, include code to be used									
Free Form Topic to be included?									
(i.e. Bryan LLC students only) limited to 28 characters									
Textbook(s) Required? Yes No If yes, textbook ISBN, Title, Author									

Course and	Enrollment	Day(s)	Time	Preferred Building/Room				
sec#	Сар							
Instructor of Po	cord (DDIMARY I	OP) Name:						
Instructor of Record (PRIMARY IOR) Name:								
IOR is teaching as part of his/her Assignment of Responsibilities (AOR)								
IOR is on an adjunct appointment								
IOR is a Teaching Assistant								
Is IOR teaching this course for the first time? YES NO								
If yes, resume/transcript and credentials form must be on file before instructor is put in the course								
Other Instructor(s)								
	Name							
Role (IOR, MENTOR,)								
	(GRADE/APPRO)							
Schedule Print	YES NO	Reserve Ca	apacity YES	NO				
(course visible to students) If Yes, include code to be used								
Free Form Topic to be included?								
(i.e. Bryan LLC students only) limited to 28 characters								
Textbook(s) Required? Yes No If yes, textbook ISBN, Title, Author								

Course and	Enrollment	Day(s)	Time	Preferred Building/Room				
sec#	Сар							
Instructor of Record (PRIMARY IOR) Name:								
IOR is teaching as part of his/her Assignment of Responsibilities (AOR)								
IOR is on an adjunct appointment								
IOR is a Teaching Assistant								
Is IOR teaching this course for the first time? YES NO								
If yes, resume/transcript and credentials form must be on file before instructor is put in the course								
Other Instructor(s)								
Name								
Role (IOR, MENTOR,)								
GRADE ACCESS (GRADE/APPROVE)								
Schedule Print	YES NO	Reserve Ca	pacity YES	NO				
(course visible to students) If Yes, include code to be used								
Free Form Topic to be included?								
(i.e. Bryan LLC students only) limited to 28 characters								
Textbook(s) Required? Yes No If yes, textbook ISBN, Title, Author								