COURSE AND SECTION FORM

**PLEASE PRINT**

Semester ___________ Year ___________

A. 

<table>
<thead>
<tr>
<th>Course#</th>
<th>Sect.</th>
<th>Course Title</th>
<th>Maximum of 30 characters - including spaces</th>
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Number of Credits ___________ 

Course level (circle one) 1000 2000 3000 4000 5000

Length of course ___________ Wks. 

Special beginning or ending dates? ____________________________

Required if length of course is less than 15 weeks

B. Instructor’s name ___________________________ 

Second instructor ___________________________

C. Please circle the appropriate answers:

1. Is this course: Lecture Discussion Lab/Studio
2. If a Lecture, does it also have a: Discussion or Lab
3. If so, is it: Optional or Required
4. How many credits for each? Discussion_____ Lab_____ Lecture _____

D. If applicable, what is the Approved Lab Fee _________ and/or Non-Credit Tuition _________

E. Maximum Registrations: 

<table>
<thead>
<tr>
<th>Continuing Matrics</th>
<th>Incoming Matrics</th>
<th>Non-matrics</th>
<th>Total # of Students</th>
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F. Restrictions (circle as appropriate):

Y / N Is this course offered only to students in your School?

Y / N Is POI required ONLY for students outside your School?

Y / N Is Permission of Instructor (POI) required for ALL students including majors in your School?

Are there any other restrictions (ex: LAS Freshmen only?) __________________________

G. Class Meetings:

Day(s) Begins Ends am Building Room

1. ___________________________ : to : am ___________________________ ___________________________

2. ___________________________ : to : am ___________________________ ___________________________

H. Course Approved By:

Chair/Director or Designee

For Office Use Only: ○ ISIS ○ Codes Date ___________ Initial ___________