

Use this form to add a course to the class schedule after the schedule has been created.

- If offering as a special topics course, the original approved special topics paperwork must be attached to this form.
- All required signatures must be submitted.

Semester/Year: Spring _____ Summer _____ Fall _____

Department _____ Course Number _____ Section _____ Credits _____

Course Title _____ Course Dates _____ to _____

Type of Class: (check only one) Lecture Lab Lecture/Lab Seminar Recitation Other _____

Instructor Name _____ UA ID _____ Responsibility _____ %

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Grade Type: Letter Grade Pass/Fail Maximum Enrollment _____

Auditors Allowed? Yes No Wait list? Yes No Maximum _____

Is Special Permission Needed? Yes No If yes, by whom: _____

Meeting Pattern (Please indicate priority preference)

Choice (1 st /2 nd /Etc.)	Meeting Type (Lecture/Lab/Etc.)	Preferred Days	Start Time	End Time	Preferred Building & Room

Special Fees _____ Special Equipment Needs _____
(Must be approved by Vice Chancellor for Administrative Services)

Cross-Listed Courses _____
(Please list any courses this class should be cross-listed with. A separate addition to the schedule is required for every course in this cross listing.)

Notes _____

PREPARED BY: _____ EMAIL: _____ PHONE: _____

DEPARTMENT HEAD'S SIGNATURE: _____ DATE: _____

DEAN'S SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY ACADEMIC SCHEDULING

BANNER _____ CRN _____ PROCESSED BY: _____ Date: _____