Please submit this completed form to the appropriate department for adding an additional course or section to the schedule of classes. The course will appear on the schedule within two business days of receipt provided the course has been approved though the appropriate campus committees. Please instruct students to check the Schedule of Classes on CampusConnection to register for the course.

**Term (mark only one):**  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer

**Subject** _Course #_ **Title (30 characters)**

**Special Topics Title:**

**Session:**  
- [ ] Regular (16 wk)  
- [ ] 1st eight weeks  
- [ ] 2nd eight weeks

**Instructional Mode:**  
- [ ] Traditional Classroom

*CEL Funded Course Modes:*  
- [ ] Internet  
- [ ] IVN (2 sections included)  
- [ ] Bismarck  
- [ ] MAFB  
- [ ] Corresp.

**Credits:**  
- [ ] Fixed  
- [ ] Variable  

**Waitlist:**  
- [ ] Yes  
- [ ] No  

**Waitlist Capacity:**

**Location:** Building Requested: Room Requested: ________________

**Schedule:**  
- Days: ___________________ Hours: ___________________  
- [ ] By Arrangement

**Instructor (include both first and last name):** ___________________  
- [ ] In Load  
- [ ] Over load

**Max Enrollment (Required):** __________

**Reason for additional section (Required):** __________________________________

________________________________________

**Consent required:**  
- [ ] No consent required  
- [ ] Department consent  
- [ ] Instructor consent

**Courses are created in term schedule, with the exception of special topics, with the title, course id and semester hours approved by the appropriate curricular process.**

Chairperson Signature (Required for all courses): ___________________ Date __________

CEL (Required for all CEL funded courses): ___________________ Date __________

VPAA (Required for all courses): ___________________ Date __________

Class #: ___________________ Date Created: __________