



Minot State UNIVERSITY

TERM SCHEDULE— ADDITIONAL COURSE/ SECTION CREATION FORM

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 through 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 High _____ Low _____

Location: Building Requested _____ Room Requested: _____

Schedule: Days _____ Hours _____ By Arrangement

Days _____ Hours _____

Instructor (include both first and last name): _____ In Load Over

load

Max Enrollment (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 _____

Deans Signature (Required for all courses) : _____ Date _____

*Dean of CEL (Required for all CEL funded courses): _____ Date _____

VPAA (Required for all courses): _____ Date _____

Class #: _____ **Date Created:** _____