

College Course Registration Form

This form is used to register all courses. It must be signed by the department chair and the school dean who will send it forward to the Registrar's Office. Registration of General Education courses requires an additional *Supplemental Course Registration Form* and the appropriate *Student Learning Outcomes Checklist*. Approval by the Faculty Senate's General Education Committee is necessary for all General Education courses.

Data entry fields are shaded. Some fields have limits on numbers and spaces that can be entered. Some areas have drop-down menus with options that can be selected by clicking your choice. Save the blank form before using it and then save each course form with an individual file name. Go back to the saved blank for each new form but save with a different name after filling in data.

Action concerns a new course	Discipline	Number
Action concerns an existing course:	Discipline	Number

Course Submitted by:

Department:

Chairperson's Approval: _____ Date:

Dean's Approval: _____ Date:

1. Action requested:

- Registration of new course
- Revision of content for existing course
- Registration of general course listing under which related titles can be taught (umbrella courses)
- Registration of topics course for specific semester (if checked, complete item 2 below)
- Change of course title – Previous Title:
- Inactivation of existing course registration (course will not be taught in near future)
- Other – Describe:

2. Complete for registration of topics courses or umbrella courses:

- a. General course registration: Discipline: Number:
- b. General registration title:
- c. Specific course title for semester offered (topics course title):
- d. Topics course registration is for: FALL SEMESTER Year:

3. a. Undergraduate listing: Discipline: Number:

b. Graduate listing: Discipline: Number:

4. a. Official course title:

b. Course start date: FALL SEMESTER YEAR:

5. Abbreviated course title (restricted to 16 spaces)

6. a. Semester hours of credit assigned to course (invariable):

b. Can this course have variable credit No Yes - Credit range to semester hours

c. Is this course is repeatable for multiple credit? No Yes - Credit Maximum =

7. Type of Course: LIBERAL ARTS

8. General Education Information: (Complete only for General Education courses)

a. General Education Knowledge Area (choose one if applicable): NONE

b. Additional student learning outcomes: (check all codes that are currently approved)

- | | |
|---|--|
| <input type="checkbox"/> Contemporary Issues (I) | <input type="checkbox"/> Upper Level Writing (U) |
| <input type="checkbox"/> Both Contemporary Issues and Upper Level Writing (J) | |
| <input type="checkbox"/> Scholarship on Women (W) | <input type="checkbox"/> Diversity (D) |
| <input type="checkbox"/> Science & Technology (E) | <input type="checkbox"/> Other World Civilizations (Non-Western) (O) |

9. If cross-listed in another discipline(s), give discipline(s)/number(s):

If there are pre-requisites that are enforced, give discipline(s)/number(s):

If there are co-requisites, give discipline(s)/number(s):

10. a. Approximate total number of seats/semester expected:

b. How many sections do you expect to offer per semester:

11. Sections of this course are (check one): taught by one instructor taught by a team

12. Planned frequency of offering: EVERY SEMESTER

13. Grading (check any that apply):

- Letter grade Pass/Fail (S/U) ONLY Approved for IP grade
 Course requires a minimum grade of _____ for General Education or the major

14. If this course requires any special scheduling arrangements with regard to time or room/space, please comment on this in the space provided:

15. If this course is required for any degrees/programs, please list them below:

16. Write a brief course description for the College Catalogs. Reflect content as accurately as possible using 65 words or less (about 500 characters. Use action verbs and omit “This course covers...” and similar phrases.

17. For all courses, please attach the following information:

- a list of major course objectives
- a topical outline of course
- a list of methods used to evaluate student performance
- a list of instructional materials used – give bibliographic citations of texts, critical readings, films, e
- a current course syllabus, if possible
- a brief statement detailing the additional work required of graduate students in a “swing course.”

For General Education courses only, attach also:

- Supplemental General Education Course Registration Form*
- Student Learning Outcomes Checklist (for specific codes requested).*