



Course Scheduling Information

General Instructions: Please Type or Print. Complete one form for each course offered, or a separate form for each semester if the course is offered more than one semester, and one for each section if the prerequisites and/or enrollment limits differ. Forward all copies to the Office of the Dean (Registrar) of your school.

Semester/Year: _____

Instructor(s): _____

Instructor(s) School(s): _____

Field(s) (2 field codes only): _____

Course #: _____
(list number if course was previously taught)

Level of Course (check only one):

- Introductory (1000-1999) Intermediate (2000-3999)
Advanced (4000-4999) Doctoral/Advanced MA (5000-5999)
Doctoral (Doctoral students only) (6000-6999)

ONLINE course

Units: (check one) 1.5 3 1.5-3.0 Other _____

COURSE TITLE: _____

(No character limit, but preferably 40 or fewer; include subtitle, if any, in the course description)

COURSE DESCRIPTION: (Be concise, and include format [lecture/seminar], evaluation method [exams/research and/or reflection papers/presentations], and intended audience [e.g., MDiv, MA/MTS, DMin, PhD, or combination with varying requirements].)

PREREQUISITES:

REGISTRATION RESTRICTIONS: (Check ONLY if there are limits on the course)

- Faculty Consent (FC) Required, Maximum enrollment: # _____ Interview Required (FC required)
No FC Required, Maximum enrollment: # _____ Auditors Excluded
FC Required Auditors with Faculty Permission

Day and Time Preferences: Please select designated time blocks only. Courses meeting twice weekly must follow a M/TH or a T/F pattern. Each block of time runs 1 hr, 20 min. Two blocks of time run 2 hrs, 50 min. Wednesday AM is reserved primarily for in-house courses. Please consider chapel schedules when selecting times for core courses.

Time Blocks: Select Time(s) and Day(s) # of Sessions Per Week: _____ # of Sections: _____

- 8:10-9:30 a.m. 12:40-2:00 p.m. 6:30-9:30 p.m.
9:40-11:00 a.m. 2:10-3:30 p.m. 7:10-8:30 p.m.
11:10 a.m.-12:30 p.m. 3:40-5:00 p.m. 7:10-9:10 p.m.
6:10-9:00 p.m. 7:10-9:40 p.m.

Smart classroom requested
Check if day and time are to be arranged during the first course meeting

Schedule first meeting: _____ (date & time) _____ (place)

Dean's Signature/Date