

Class Section Add Form

Submit this completed form to the College of Professional and Global Education (CPGE). Upon completion, the form will be returned by email with the assigned class and section number. A **Special Session Instruction Appointment Form** must be submitted to University Personnel to meet hiring requirements.

Term: Spring Summer Fall Year: _____

College: _____ Department: _____

Requestor Name: _____ Requestor Email: _____

Requestor Phone: _____ Requestor Fax: _____

Subject Area: _____ Catalog Number: _____

Class Title: _____ Units: _____

Special Program: _____ or Supervision Class or Advising Class: _____

Tuition/ Administrative (check one) Fee Per Unit: \$ _____ Flat Fee: \$ _____

*You must enter the exact Class Start/End Dates, Meeting Start/End Times and days for class meetings. For Online Instruction Mode, TBA will apply. Indicate additional scheduling details in the "Notes" section below.

Maximum Enrollment: _____ Class Start Date: _____ Class End Date: _____

Days of Week: U M T W R F S Meeting Start Time: _____

Meeting End Time: _____

Department Consent: Y N Instruction Mode: _____ Print Class in Schedule: Y N

On Campus: Y N if Yes - Room Needed: Y N Off Campus: Y N if Yes - Location: _____

* For Faculty-Led Programs (FLP) **ONLY**, indicate the class(es) and number of unit(s) each student will enroll in:

Course (e.g. BIOL 101): _____ Course: _____ Course: _____

Units (e.g. 3, 4): _____ Units: _____ Units: _____

Tuition Per Unit: \$ _____ Administrative Flat Fee: \$ _____ Program Fee: \$ __

*Note any special instructions for this course (including salary agreements):

Instructor's Employee ID Number:

(Instructor MUST have existing Employee ID Number with HR in order to assign to a section)

Instructor's Name	Instructor's Signature	Date
_____	_____	_____

Instructor's Name	Instructor's Signature	Date
_____	_____	_____

Dept. Chair/ Program Director's Name	Dept. Chair/ Program Director's Signature	Date
_____	_____	_____

College Dean/ Designee's Name	College Dean / Designee's Signature	Date
_____	_____	_____

FOR CPGE OFFICE USE ONLY

Associate Dean's Signature of Approval: _____ Date: _____

Processed by: _____ Class number: _____

Units: _____ F: _____ D: _____ U: _____ Fee Type: Term Code: : _____