

REQUEST FOR ADDING A SECTION OF A DISTANCE LEARNING COURSE TO THE SCHEDULE

I. COURSE / SECTION SCHEDULING INFORMATION

Existing DL Course

New DL Course *

Course Prefix and Number: _____ (ex: HIST 1301)

Course Title: _____

DL Delivery Mode: PCM HYD ITV DIR Other: _____

Academic Year: FY '08 FY '09 FY '10

For Semester / Session(s): (Please select the appropriate checkbox.)

FA	16-wk	12-wk	1 st 8-wk	2 nd 8-wk	Other: _____
SP	16-wk	12-wk	1 st 8-wk	2 nd 8-wk	Other: _____
SU	11-wk	9-wk	8-wk	1 st 5.5-wk	2 nd 5.5-wk Other: _____

* New DL Courses: Indicate the first time the course is to be offered, and all subsequent sessions it will be offered during the year.

Enrollment Information: Approved Class Limit: _____ LEH: _____

Instructor: _____ To Be Assigned

Combine Information: _____

II. COURSE / SECTION SCHEDULE NOTES ■ INSTRUCTOR CONTACT INFORMATION

Home Campus: _____

ACC Phone #: _____ ACC Email Address: _____

Instructor / Course Website URL: _____

DL Course Orientation: (Please select the appropriate checkbox.)

- For PCM: Online Online & On-Site

Orientation Information: _____

- For ITV, DIR, HYD: On-Site On-Site & Online

Orientation Information: _____

ADDITIONAL HYD INFORMATION – To be provided by Department (Please select the appropriate checkbox.)

Meeting Dates: _____ (if meetings are to occur periodically throughout the semester)

Campus: _____ Room #: _____ Beginning Time: _____ Ending Time: _____

Other Details: _____

Meeting Dates, Location, and Times provided on Syllabus (if meetings are to occur weekly)

Other Course Note Information: _____

III. PERSON MAKING REQUEST

Instructor / Department Chair: _____ Date of Request: _____

Department: _____ Division: _____

ELECTRONIC—EMAIL SUBMISSION:

- 1) Requestor fills out electronic form and sends as an email attachment to Department Chair for approval.
- 2) Department Chair approves (or not) and forwards email request with attached form to Dean for approval.
- 3) Dean approves (or not) and forwards email request with attached form to the Director of Distance Learning (rbermea@austinctcc.edu) for approval and submission to Dianne Olla.

PAPER SUBMISSION:

- 1) Requestor fills out printed form and obtains Department Chair's signature for approval.
- 2) Department Chair approves (or not) and forwards form to Dean for signature of approval.
- 3) Dean approves (or not) and sends form to the Director of Distance Learning for approval and submission to Dianne Olla. Form may be sent by intercampus mail to the Distance Learning Office—Pinnacle Campus, or faxed to 223-8988.

Department Chair Approval: _____ Date: _____

Division Dean Approval: _____ Date: _____

For Distance Learning Use Only:

Date form received: _____	Date form sent to Curriculum Services: _____
Date put into Schedule: _____	SYN #: _____