

## GUIDELINES FOR APPROPRIATE COURSE NUMBERS AND TITLES

- **PRACTICUM, CONFLICTING COURSE, or COURSE TAKEN OUT OF SEQUENCE:**  
Not in the current class schedule - should have the **regular class number and title**.
- **DIRECTED STUDIES COURSE:** 295 Lower Division Level / 495 Upper Division Level  
Designed for the student doing library research or other special projects under faculty supervision. **(Not a regularly offered class or portion thereof and not taught in a classroom setting. The student is working to earn additional credit on a semi-independent basis with occasional planning and evaluation sessions with the supervising teacher.)**
- **TOPICS COURSE:** 287 Lower Division Level / 487 Upper Division Level  
Designed for students needing a course not listed in the regular course offerings. **(A new class offered on an experimental basis or classes that are not regularly offered but that are taught in a classroom setting or combined with a regularly offered class.)**

## COURSE TO BE ADDED:

Course Code: \_\_\_\_\_ Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Credits: \_\_\_\_\_

Term: Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Summer 20\_\_\_\_\_ Fees: \$\_\_\_\_\_ Flat or Credit

Meeting Day/Time (e.g. MWF 9:00-9:50 AM or ARRG): \_\_\_\_\_

Course Description: \_\_\_\_\_

☐ Class should be hidden and only the students below manually registered.

☐ Class should NOT be hidden – Students should be able to register for course themselves through Self-Service.

**PRE-REQS:** If course is open for general registration through Self-Service, what pre-reqs (if any) should be added for this course? ☐ No pre-reqs ☐ Pre-reqs as outlined here: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**Instructor Agreement:** I have met with the student(s) listed above and we have agreed on the terms and conditions under which the student(s) is/are to receive credit.

Instructor Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Dir. Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acad. Dean Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records Only:

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_