Class Schedule 'ADD' Form

IUPUI
INDIANA UNIVERSITY–PURDUE UNIVERSITY INDIANAPOLIS

This form should be submitted to the Office of the Registrar when a department or school is creating a NEW class to be added to the Schedule of Classes for an approved course already listed in the Course Catalog. Do not use this form for block (BE) classes.

* This should <u>NOT</u> be used to make adjustments to existing classes on the Schedule of Classes.
* Submit only <u>ONE class per form</u>. For example: A class with lecture, lab, and recitation components must submit three separate forms.
* Instructions to assist in completing this form can be found:
       OneStart >> My Groups Tab >> IUPUI Recorders+ >> Scheduling >> General Instructions.
* Questions should be directed to SCHEDLNG@iupui.edu.

CONTACT INFO FOR PERSON COMPLETING THIS FORM

Name: _____   Department: _____   E-mail: _____

COURSE INFORMATION

4 Digit Term Code
ex. 4112

Subject Code
ex. ENG-W

ex. 131

Term Code: _____   Subject: _____   Catalog No.: _____

SEESSION DETAILS

e.x. 1 = Regular session
8W1 = 1st 8 week course

Session: _____

If the course is offered during a nonstandard session, list begin and end dates here:

Begin Date: _____
End Date: _____

ENROLLMENT STATUS

○ Enrollment

○ Non-Enrollment **(Used for multiple component combination courses. ex: Lecture + Lab)**

COMPONENT

Type: _____

Should this class type appear on the Schedule of Classes?

○ YES   ○ NO

LOCATION

○ IN (On Campus)   ○ OC (Off Campus)

INSTRUCTION MODE

○ IN (In Person)   ○ IS (Independent Study)
○ WW (On Line)   ○ TV (Distance Ed)

VARIABLE TITLE COURSE TOPIC

Please select one.

○ Course has an existing TOPIC ID in the Course Catalog

○ New TOPIC ID is being requested

Existing Topic ID No. _____

List name of new Topic Title here: New Topic: _____

30 character max.

COURSE ATTRIBUTES

Cluster _____

If a hybrid course, please select Instructor Type:

☐ Honors Class   ☐ TV   ☐ HY (Hybrid) =>   ○ YA (Alternating)   ○ YS (simultaneous)

☐ WC (Weekend Class)   ☐ TCHABROAD (Taught entirely or primarily abroad)

☐ INTLCMPNT (Taught on-campus with the requirement that some periods of time outside the United States)

REQUIREMENT DESIGNATIONS

RISE = Select only ONE. ◯ RSRE (research)   ◯ RSIL (International / Study Abroad)   ◯ RSSL (Service Learning)   ◯ RSEL (Experiential Learning)

Experiential Learning = Select all that apply. For each box checked, also select 'Service Learning' or 'Experiential Learning'

◯ Community-Based Research	◯ Organized Community Service	◯ Significant Time in Community	◯ Immersed in Different Culture
◯ Service Learning	◯ Service Learning	◯ Service Learning	◯ Service Learning
◯ Experiential Learning	◯ Experiential Learning	◯ Experiential Learning	◯ Experiential Learning

PRINCIPLES OF UNDERGRADUATE LEARNING - Undergraduate Only

PUL 3: Major Emphasis: _____

PUL 2: Moderate Emphasis: _____

PUL 1: Some Emphasis: _____

BUILDING AND MEETING PATTERN

Facility ID (Building + Room #):	Start Time:	End Time:	M	T	W	R	F	S	N
_____	_____	_____	☐	☐	☐	☐	☐	☐	☐

Facility ID (Building + Room #):	Start Time:	End Time:	M	T	W	R	F	S	N
_____	_____	_____	☐	☐	☐	☐	☐	☐	☐

NOTE The Facility ID should be listed ONLY during schedule build time and ONLY if your school/department has priority classrooms.

* Instructor (ten digit) IUID. _____   **Role**   ◯ Primary   ◯ Secondary

* Instructor (ten digit) IUID. _____   **Role**   ◯ Primary   ◯ Secondary

* Instructor (ten digit) IUID. _____   **Role**   ◯ Primary   ◯ Secondary

LIMITS, GRADING BASIS, ENROLLMENT REQUIREMENTS and NOTES

Class Status   ◯ Active   ◯ Stop Further Enrollment   **Units:**   Min. Units ____   Max. Units ____

Class Consent   ◯ Yes   ◯ No

Max. Enrollment Limit _____

Enrollment Requirement (prerequisite):
_____

Grading Basis: _____

CLASS NOTES: _____

COMBINED CLASS INFORMATION

Type: ◯ Y (shared)   ◯ J (seperated)

Department	Course	Class #	Max Enroll.	TOTAL CLASS ENROLLMENT
____	____	____	____	____
Department	Course	Class #	Max Enroll.	
____	____	____	____	