Time Schedule Planning

Instructor Name(s): _____________________________________________________________

Course Title: ___________________________________________________________________

Course #: ______________    Quarter Offered: __________     Grading: □ Numerical    □ CR/NC

If crosslisted, what is the other course number? __________________    # of credits: _________

Will this course count as a Writing Credit? □ yes    □ no

Will this course count towards any other Areas of Knowledge?

☐ Visual, Literary, and Performing Arts (VLPA)

☐ Individuals and Societies (I&S)

☐ The Natural World (NW)

Enrollment Limit (if crosslisted, please indicate how the enrollment should be split):

______________________________________________________________________________

What type of class is this?

☐ Lecture

☐ Seminar

☐ Other: ________________________________________________________________

What days and times would you like for this course to be offered?

First Choice:   ______________________________________________________

Second Choice:  ______________________________________________________

Third Choice:  ______________________________________________________

Do you require any specific room features in your classroom? Keep in mind that the more items
you request, the more difficult it will be to find a classroom.

☐ Chalkboard     ☐ Movable Furniture     ☐ Stereo Sound

☐ CD Player     ☐ Movie Projector 16mm     ☐ Television

☐ Computer & Monitor     ☐ Overhead Projector

☐ Computer Lab     ☐ Podcasting Capable

☐ Ethernet Connection     ☐ Screen

☐ Fixed Furniture     ☐ Seminar Table

☐ Lectern/Podium/Stand     ☐ Slide Projector

☐ Microphone     ☐ Stage

☐ Wheelchair Table

☐ Video Conferencing

☐ Video-Data Projector

☐ White Board

How many (if any) sections will you have?  __________________________________________
What days and times would you like for these sections to be offered?

First Choice: ____________________________________________________________

Second Choice: ___________________________________________________________

Third Choice: ____________________________________________________________

Do you require any specific room features for the section classrooms? Keep in mind that the more items you request, the more difficult it will be to find a classroom.

- [ ] Chalkboard
- [ ] CD Player
- [ ] Computer & Monitor
- [ ] Computer Lab
- [ ] Ethernet Connection
- [ ] Fixed Furniture
- [ ] Lectern/Podium/Stand
- [ ] Microphone
- [ ] Movable Furniture
- [ ] Movie Projector 16mm
- [ ] Overhead Projector
- [ ] Podcasting Capable
- [ ] Screen
- [ ] Seminar Table
- [ ] Slide Projector
- [ ] Stage
- [ ] Stereo Sound
- [ ] Television
- [ ] VCR
- [ ] Video Conferencing
- [ ] Video-Data Projector
- [ ] Wheelchair Table
- [ ] White Board

Will you offer a final exam?  [ ] yes  [ ] no

If yes, will it be part of the main class or will it be given during sections?

- [ ] main class  [ ] sections