

# COURSE CATALOG FORM

COURSE CATALOG INSTRUCTIONS: Complete a course catalog form to add a brand new course or to update an existing course. The front section of this form must accurately reflect the information about this course. Submit the approved original to the Office of the Registrar for data entry. Keep a copy for your records. \*=required

 **NEW COURSE**  
CHECK ONE

 **UPDATE COURSE**
**\*EFFECTIVE TERM/YEAR:** \_\_\_\_\_

**\*EFFECTIVE DATE:** \_\_\_\_\_

**\*SUBJECT:** \_\_\_\_\_

**\*CATALOG NBR:** \_\_\_\_\_

(4-char: ENGL, MATH)

**COURSE ID:** \_\_\_\_\_  
(System assigned number)

**\*COURSE TITLE**  
(30 characters including spaces)

**\*Course TITLE (Full Length):** \_\_\_\_\_

CATALOG DATA	
<b>*CONSENT TO ENROLL:</b>	_____
	<small>(NONE, DEPT, INST)</small>
<b>*GRADE BASIS:</b>	_____
	<small>(GRD, P/NP, AUD)</small>
<b>*MINIMUM UNITS:</b>	_____
<b>MAXIMUM UNITS:</b>	_____
<b>REPEAT ALLOWED?</b>	_____
<small>(i.e. IND STUDY, MUSC)</small>	<small>(Y/N)</small>
<b>TOTAL ALLOWED:</b>	_____
	<small>(0.00)</small>
<b>ALLOW MULTIPLE ENROLL IN TERM:</b>	_____
	<small>(Y/N)</small>

COURSE OFFERING DATA	
<b>*ACADEMIC GROUP:</b>	_____
	<small>(SCHOOLS: AS, BUS, CPE, EGR, UNV, LAW)</small>
<b>*CAMPUS:</b>	SCU <input type="checkbox"/>
	<small>CHECK ONE</small>
	STUDY ABROAD <input type="checkbox"/>
<b>*ACADEMIC CAREER:</b>	_____
	<small>(ARTS, BUSN, CPED, ENGR, UGRD, LAWS)</small>
COMBINED SECTION DATA	
If this course is combined with another course, please include:	
<b>SUBJ/CAT NBR:</b>	_____

COURSE COMPONENTS	
<b>*COMPONENT:</b>	_____
<small>(list at bottom of the form)</small>	<small>(PRIMARY/GRADED COMPONENT)</small>
<b>OTHER COMPONENTS:</b>	_____
<b>*FINAL EXAM:</b>	_____
	<small>(YES, NO)</small>

DEPARTMENT APPROVAL	
<b>*SUBMITTED BY:</b>	_____
<b>*APPROVED BY:</b>	_____
<b>DEPT/OFFICE:</b>	_____

**\*COURSE DESCRIPTION** Note: Please remember to include pre-requisites and co-requisites in your description.

## COURSE CATALOG FORM

### COURSE COMPONENTS:

Conversation	Honors Laboratory	Performance
Co-Op Education	Honors Lecture	Practicum
Directed Reading	Honors Lecture/Lab	Private Instruction
Directed Research	Honors Seminar	Project Design
Discussion	Independent Study	Seminar
Field Laboratory	Internship	Special Project
Field Research	Laboratory	Studio
Field Study	Lecture	Thesis Research
Field Work	Lecture/Laboratory	Workshop

DEPT CONSENT: Use for independent type courses that require petition approval.

INST CONSENT: Use for enrollment with class permission number.