«« SECTION ADDITION FORM »»

Please do not write in this area.

CRN: | __ | __ | __ | __ | __ | SECTION NUMBER: | __ | __ | __ | LINK: | __ | __ | / | __ | __ |
IDENT / CONN

______________________________ ______________________________ ______________________________

Submitter's Name & Signature **Department** **Telephone**
(Required by Internal Audit)

(SSASECT)
YEAR: | __ | __ | __ | __ | TERM: __ SPRING __ SUMMER __ FALL

Section Type: __ Normal __ Writing __ Honors __ Extended Learning __ Capstone

Section Campus: __ Potomac State __ WVUIT __WVU

Subject Code: | __ | __ | __ | __ | (i.e MATH) Course Number: | __ | __ | __ | __ |

Course Title:

| _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ |

Campus: _________ ***(Mandatory for Extended Learning Courses)*** **College Code: ________** ***(Mandatory for Extended Learning Courses)***

Schedule Type: ___ Lecture (L) ___ Laboratory (B) ___ Recitation (R) ___ Web-Based (W) ___ Graded Lab (G)

Will this course be taught via WEBCT/VISTA? _____ Yes _____ No

Grading Mode: ___ Normal ___ Pass/Fail (Courses numbered 499 or less only)

Session (D-Type): ___ V – Less than 50% Non-Traditional Delivery
___ W – 50-99% Non-Traditional Delivery (Requires Attribute)
___ X - 100% Non-Traditional Delivery (Requires Attribute)

Departmental Approval Required: ____Yes ____No

Part of Term: ______ Part of Term Code (Required for all courses- Please refer to Part of Term Chart)

_______________ Start Date _______________ End Date ____________ Number of Weeks class will meet

Hold for Orientation: ____Yes ____No Hold for Orientation Signature: ___

Max Enrollment: | __ | __ | __ | Reserved Seats: | __ | __ | __ | Major: | __ | __ | __ | __ |

Print Schedule/Web: ___Yes ___No Course is Tuition Waived or Requires Special Fees ___ Yes ___ No

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Credit Hours: | __ | __ | to | __ | __ | (REQUIRED FOR ALL COURSES)

Section Addition Form Continued:

Subject Code: |__|__|__|__| **(i.e MATH)** **Course Number:** |__|__|__|__|

Meeting Time Pattern: <u>All times must be in Military Format. (i.e. 1 p.m. is 1300)</u>

M	T	W	R	F	S	Starting Time	Ending Time	Building	Room	TYPE
|_|	|_|	|_|	|_|	|_|	|_|	|__|__|__|__|	|__|__|__|__|	|__|__|__|__|__|	|__|__|__|__|__|	|__|
|_|	|_|	|_|	|_|	|_|	|_|	|__|__|__|__|	|__|__|__|__|	|__|__|__|__|__|	|__|__|__|__|__|	|__|

Special Room Needs

___General (GNRL) **___Departmental (DPRT)** **___Extended Learning (ELRN)** **___Tables/Chairs**

___Moveable Seating **___Traditional Seating** **___CTEC Basic (CBC)** **___CTEC Standard (CSC)**

___Dual Projector (DPS) **___Mac Computer (MAC)** **___Microphone (MIC)** **___Personal Response System (PRS)**

Instructor:

|__|__|__|-|__|__|__|-|__|__|__| _____ |__|__|__|%
Instructor's ID Number Instructor's Full Name (please print) Percent of Responsibility

|__|__|__|-|__|__|__|-|__|__|__| _____ |__|__|__|%
Instructor's ID Number Instructor's Full Name (please print) Percent of Responsibility

(SSADETL)

Block (D-Meth): **(Not required for D-type of V)**

Primary	Secondary	Description			
____ 1A	____1B	**Internet, Asynchronous (Cached Video)**	____ 6A	____6B	**WV Public TV (HEITV)**
____ 2A	____2B	**Internet, Synchronous (Cached Video)**	____7A	____7B	**Physical Electronic Media** (video/audio tape, CD, etc.)
____ 3A	____3B	**Satellite, SATNET**	____ 8A	____8B	**Correspondence**
____ 4A	____4B	**Satellite, Other**	____ 9A	____9B	**Other**
____ 5A	____5B	**Interactive Video**			

Extended Learning Courses Only |__|__| County Code |__|__|__|__|__| Zip Code

(SSARRES)

Approved Restrictions:

College: ____ Include ____ Exclude |__|__| |__|__| |__|__| |__|__|

Major: ____ Include ____ Exclude |__|__|__|__| |__|__|__|__| |__|__| __|__|

Class: ____ Include ____ Exclude |__|__| |__|__| |__|__| |__|__|