

TIMETABLE REQUEST FORM
TO LIST COURSE IN THE
WINTER QTR 2009 TIMETABLE

Please return by Monday **October 3, 2008**
 TO: Denise M. Labeledz (Denise_M_Labeledz@rush.edu)
 Coordinator University Scheduling
 Office of the Registrar, AR 440

Course Dept & No. Recent Title or Credit Hr Change? Y N (underline one)

Course Title Credit Hours

No. Of Sections Instructor (s)

All course will be taught on the following schedule: 1/5/09 – 3/13/09

Bold the Day (s) Class Meets: Mon Tues Weds Thurs Fri

Indicate the time for each day:
 (Beginning & Ending)

Room Preference (List Two) Web course only: Y N Web component: Y N
 (underline one)

** Preferred title to be used for WebCT:

Limit 30 characters with spaces

Indicate approximately how many weeks (1 – 10) you will need the following equipment.

OH Slide VCR Power Point Capability

For additional room requests involving this course, please send the additional request with this form or email me.

Can your course be taken as an elective? Y N (underline one) If yes by whom?

What grading system is used? Pass/No Pass Only Letter Grade Only Letter & P/NP

If letter grade only, will pass/no pass be allowed with instructor's written approval? Y N (underline one)

List any prereqs that must be printed in the timetable.

Please note that prerequisite checking is not handled by the Registrar's Office.

Maximum Enrollment Expected Enrollment

Final Examination: March 16 – 20, 2009 Will you be giving a final exam? Y N (underline one)

Date	Day of Week	Time	Room Preference

Instructor's Name Date

Extension Office Location

If verified by Program Director, indicate their name:

FOR REGISTRAR'S OFFICE USE ONLY		
Room:	Cars:	_____
Catalog:	Verified:	_____
Computer:	Confirmed:	Date Received: _____