

# EXTENDED LEARNING COURSE REQUEST FORM

Originating Dept Cost Center

Year / Term

TYPE:

- Online Package
- Online or ITV
- Off-campus
- Study Abroad Course
- National Travel Course
- Concurrent Enrollment PSEO

LOCATION (city/cities)



Department

Course #

Section

Abbreviated Course Title (22 characters)

Check one:

- Change
- Add
- Delete

### COURSE DETAILS

# Standard Credits

# Variable Credits

Maximum Credits

Enrollment Limit

Session Type

Start Date (MMDDYY)

End Date (MMDDYY)

DAYS CLASS MEETS:

M T W H F S SU

Begin Time:

End Time:

**PRIMARY INSTRUCTOR:** Please include all requested information.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Tech ID

Salary paid by Ext. Lrng?  Yes  No % of Load %

Check one:  MSU Employee  Other State Emp.  Non-State Emp.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State  Zip

**SECOND INSTRUCTOR:** Please include all requested information.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Tech ID

Salary paid by Ext. Lrng?  Yes  No % of Load %

Check one:  MSU Employee  Other State Emp.  Non-State Emp.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State  Zip

Room Arrangements already made?  Yes  No Publicize?  Yes  No

Special Message:

Additional Course Cost:

If course does not meet for full semester, delineate specific meeting dates and times:

### Media Code for Online Courses:

**Media Code 03:** Totally online, 1 meeting time allowed

Printable message 0005: Course will be taught online

**Media Code 09:** Online, limited seat time

Printable message 0033: Web Enhanced, reduced seat time

**Media Code 10:** Online course, no reduced seat time

Printable message 0050: Web Enhanced, no reduced seat time

### Media Code for ITV Courses:

**Media Code 04:** ITV Sending

Printable message 0031: Will be taught through interactive TV

**Media Code 08:** ITV Receiving

Printable message 0042: Off-Campus ITV, see Notes for info

AND Printable message 9999 for site information

## FOR DOUBLE NUMBER COURSES, ENTER GRADUATE COUNTERPART HERE

Year / Term

Department

Course #

Check one:

- Add
- Delete

Enrollment Max:

### APPROVAL:

Department Chairperson

Date

Dean of College

Date

Dean, Extended Learning

Date

### EXTENDED LEARNING USE ONLY

Building  Room (Zip Code)

Extended Learning Restriction 1013 (CS1117UG)

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