

# Office of the Registrar New Course Information Form

Use this form to notify the Office of the Registrar of new and changed course offerings, which do not appear on the Course Offering Summary or in the course catalog. For each "New Course" submission, please also complete a *New Section Information* form to have a section added to the class schedule in a particular term. Please submit this form to notify us of significant changes, such as number and title changes, that indicate a change in the nature of the course. Complete this form in its entirety.

**All information supplied must be approved by the appropriate curriculum committees before this form is submitted to the Office of the Registrar.**

The following is approved by the \_\_\_\_\_ school, effective \_\_\_\_\_ quarter 20\_\_\_\_\_.

- New course  
 Change to an existing course: From Title \_\_\_\_\_ (and/or) From Number \_\_\_\_ - \_\_\_\_

Short Title(30 char.max) \_\_\_\_\_

Long Title(80 char max) \_\_\_\_\_

Consent(circle one): Dept Instructor No Grading Basis(circle one) ANC PNP Student Option SUS

Min Units(circle one): 0.0 0.5 1.00 other \_\_\_\_\_ Max Units(circle one): 0.0 0.5 1.00 other \_\_\_\_\_

Repeat for Credit: Y N Number Of Repeats allowed for Credit: \_\_\_\_\_ Multiple Enrollment in Term: Y N

Catalog Number \_\_\_\_ - \_\_\_\_ Subject \_\_\_\_\_ Academic Career \_\_\_\_\_

Components(circle one): Lecture Lecture & Discussion Sections  
Lecture & Lab sections Lecture, Lab sections & Discussion sections

**Discussion/Lab Required:** Y N Course Attributes \_\_\_\_\_

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