

Addition of Course Section

Email to: um.scheduling@maine.edu

Fax to: 581-1315 or Mail to: Wingate Hall Room 201

Term: _____ Prepared by: _____ Phone #: _____ Date: _____

Department: _____ Course Offer Number: _____ Component: _____
(See below) (Lec, Lab, etc.)

Course Prefix & Number: _____ *Section/Class #: _____
(ENG 101) (0001)

** If you are updating a section that has already been created, do not use this form, email
um.scheduling@maine.edu*

Credit Hours: _____ Enrollment Size: _____ Wait List? Yes No

Instructor Name: _____ EmplID: (required) _____

Day(s): _____ Time: _____ Final Exam Given? Yes No

Beginning/Ending dates: _____
(List specific dates if the class does not run the full semester.)

If a Combined Section, list other course(s): _____
(Shares at least one meeting time/room with another class.)

For Topic Courses Only:

Course Topic (not course title): _____
(Topic titles - max 30 characters - please abbreviate long titles)

Desired Bldg/Room: _____ Room Requirements: _____

Location if not on UM Campus: _____

Reserved Seats (no more than 50%): _____

Class Notes: _____

Course Offer Number Definition:

1/5 = Day courses/Cross-listed (Listed as the same course as another in the Catalog)

7 = Project Seven (P701) section

10 = Center for Responsive Training

15 = Academ-e

20/25 = Division of Lifelong Learning (CED) courses/Cross-listed

30/35 = 0500 section/Cross-listed

(For OSR use only) Class Number: _____

Revised 6/5/17