

COURSE APPROVAL/METHODS FORM

Use this form for new sections and changes to the instructional method of existing sections (allowed up to 3 days prior to beginning of term).
 Other changes to existing sections can be e-mailed to the Registrar's Office (instructors, rooms, times, days, caps, dates, etc.)

TERM _____ **YEAR** _____ **LOCATION** (circle): ONC | CDA | Dist Learning | Other _____

SUBJECT _____ **COURSE #** _____ **SECTION #** _____ **# OF CREDITS** _____

TITLE (26 characters max) _____

START DATE _____ **END DATE** _____ **FEES** _____

INSTRUCTIONAL METHOD (circle): LEC | LECW | HYBF | WEB | TELR | TELS | LAB | ACT

FACULTY NAME (printed, legal) _____ **ID/SSN** _____

(Submit all information for new faculty to Human Resource Services.)

BUILDING _____ **ROOM** _____ **TECH/ROOM NEEDS** _____

START TIME _____ **END TIME** _____ **DAYS** _____

CAPACITY _____ **X-LIST WITH** _____

RESTRICTIONS AND/OR RULES _____ **WAITLIST** (circle): YES | NO

INSTRUCTIONAL METHOD CHANGES (EXISTING CLASSES)

TERM _____ **YEAR** _____ **SUBJECT** _____ **COURSE #** _____ **SECTION #** _____

TITLE _____

CURRENT INST METHOD _____  **NEW INST METHOD** _____

FOR CONTROLLER'S OFFICE USE ONLY

BILLING METHOD (Term or Section): _____ **AR CODE:** _____ (ALL) (FIXED)
REFUND POLICY: _____ **AR CODE:** _____ (ALL) (FIXED)

APPROVAL SIGNATURES

DIVISION CHAIR: _____ **DATE:** _____

COMMUNITY PROGRAMS: _____ **DATE:** _____

CONTROLLER'S OFFICE: _____ **DATE:** _____

REGISTRAR'S OFFICE: _____ **DATE:** _____

Instructional Methods With Associated Fees 2009-2010

Code	Definition	Section Number Choices	Program Fee	Online/Hybrid Fee	IVC fee	Schedule Type 1=Academic 2=Technical 3=Comm. Programs
ACT	Courses associated with an activity; non-lecture	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
HYBF	Courses with 30% or more of online delivery (Blackboard) of instruction and 70% of classroom instruction (including IVC). The purpose of this delivery method is to substitute traditional classroom lectures	7001...	YES	YES	NO	3
LAB	Laboratory sections associated with course sections	51, 52, ...	NO	NO	NO	1 or 2
		7051...7551....	YES	NO	NO	3
LEC	Courses delivering traditional classroom lectures.	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
LECW	Courses with less than 30% of online delivery (Blackboard) of instruction. The purpose of this delivery method is to enhance traditional classroom lectures with limited tools in an online course management system.	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
TELR (receiving site)	Courses receiving traditional classroom lectures using Interactive Video Conferencing in a technology equipped classroom.	01V...	NO	NO	YES	1 or 2
		7001V...	YES	NO	YES	3
TELS (sending site)	Courses sending traditional classroom lectures using Interactive Video Conferencing in a technology equipped classroom.	01V...	NO	NO	NO	1 or 2
		7001V...	YES	NO	NO	3
WEB	Courses with 100% instruction delivered online using Blackboard. The purpose of this delivery method is to substitute classroom lectures entirely giving flexibility for both faculty and students to participate anytime and/or anyplace.	60, 61, 62, 63,...	YES	YES	NO	3

Notes:

- Courses may have additional course-specific fees according to the course fee list (ex: PACE fee). PACE courses (those beginning with a P) may fall into the above categories.
- Section numbers listed above are guidelines and course fees should be applied to other sections within that series. For example, LECW section 03 course should be charged the same as section 01 and LECW section 7003 course should be charged the same as section 7001.
- Additional instructional methods: CNL (clinical), COP (cooperative), DST (directed study), INT (internship), PRC (practicum), SPT (special topic), WRK (workshop).

Building Codes (use these codes only)

Code	Campus	Building	Code	Campus	Building	Code	Campus	Building	Code	Campus	Building
ACAC	OFF	Aquatic Center	GGD	OFF	Gateway Golf	MLH	ON	Meriwether Lewis Hall	SGC	ON	Sam Glenn Complex
ACC	ON	Activity Center	GG	OFF	Gold's Gym	MSB	ON	Music Building	SHM	OFF	Sacred Heart Hospital
ACW	ON	Activity Cntr West	GMC	OFF	Gritman Hospital	MTB	ON	Mechanical/Technical	SPH	ON	Spalding Hall
ADCO	OFF	Adcope	GVL	OFF	Grangeville, ID	ODC	OFF	Odyssey Dive Center	STJ	OFF	St. Joe's Hospital
ADM	ON	Administration Bldg	HBC	CDA	Harbor Center	ORF	OFF	Orofino, ID	SUB	ON	Student Union Bldg
ART	ON	Art Center	HBP	CDA	Harbor Plaza	PARK	OFF	Sunset Park	TMH	OFF	Tri-State Hospital
BCGC	OFF	Bryden Canyon Glf	JL	OFF	Jundokan Int'l	PRH	OFF	Pullman Reg Hosp	TNCT	ON	Tennis Center
CDA	OFF	Coeur d'Alene, ID	LHS	OFF	Lewiston HS	PWT	OFF	Post Falls WFT	360G	OFF	360G Gymnastics
CHS	OFF	Clarkston HS	LIB	ON	Library	RCH	ON	Reid Cent Hall	UI	OFF	Univ of Idaho
ELK	OFF	Elks Lodge	LPW	OFF	Lapwai, ID	RLN	OFF	Red Lion Hotel	WCC	ON	Williams Conf Ctr
FA	ON	Fine Arts	MAAC	OFF	Martial Arts/America	SAC	ON	Sacajawea Hall	WITT	ON	Wittman Complex