

Back-to-Back Course Request Form

Send to: Enrollment Services, WH A19 or Fax to: 8-6651 or 8-8084

This form is used for faculty who are teaching their course-sections consecutively. In other words, teaching one course after another course without any time breaks in a given day.

Please list back-to-back course-sections for this semester to assist in classroom scheduling on this form. In addition, please indicate a BB code under classroom media on the SIS:RSU1 screen for each course-section.

Department:	
Semester:	
Contact:	
Phone #:	

Special Equipment Codes	
06	Sliding Chalkboard
16	Moveable Seating
20	Seminar Seating (20 seats)
22	Desk Rows
36	Videoconferencing Required
40	Classroom Response
PC	Physically Challenged

Enter the courses to be scheduled back-to-back in the table below, as shown.

Course	Section	Day/Time	Instructor	Equip. Code <i>(optional)</i>
<i>Example:</i> 76-245	A	TR 01:30PM-02:50PM	Smith	22
82-320	A	TR 03:00PM-04:20PM	Smith	40
1				
2				
3				
4				
5				
6				
7				

Office Use Only:
Initials: _____ Date: _____