



NON-CREDIT COURSE PROPOSAL FORM

NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

WILL YOU NEED A PARKING PASS? YES NO (IF CURRENT SIUE STAFF, MUST USE STAFF PASS ASSIGNED)

IF YES, VEHICLE MAKE/LICENSE PLATE NUMBER: _____

COURSE INFORMATION: TITLE: _____

IS THIS A NEW OR EXISTING COURSE? NEW EXISTING (offered before)

AGE RANGE TARGETED (FOR CHILDREN COURSES ONLY): _____

COURSE DESCRIPTION (as you want it to appear in course catalog):

WHAT IS THE MINIMUM NUMBER OF STUDENTS YOU WILL TEACH? _____

WHAT IS THE MAXIMUM NUMBER OF STUDENTS YOU WILL TEACH? _____

START DATE OF COURSE: _____ END DATE OF COURSE: _____

DAY(S) OF THE WEEK OFFERED: _____

START TIME OF THE COURSE: _____ END TIME OF THE COURSE: _____

ARE THERE ANY DATES THAT WILL BE OMITTED: _____

NUMBER OF COURSE SESSIONS: _____

TYPE OF CLASSROOM NEEDED: ___ LECTURE ___ COMPUTER LAB ___ SMART ROOM ___ OTHER

EQUIPMENT NEEDED: _____

PLEASE LIST ANY COSTS ASSOCIATED WITH THE CLASS (copying, materials, supplies, etc.):

IS THERE A TEXTBOOK REQUIRED FOR THE COURSE? YES NO

IF YES, WHAT IS THE TITLE OF THE TEXT(S): _____

PLEASE SUPPLY THE ISBN: _____

Please return form to Leslie Brock, Assistant Director of Non-Credit Programs, Office of Ed. Outreach:

Email: lbrock@siue.edu Fax Number: 618.650.2629 or In Person: Rendleman Hall, Room 1330