Faculty Name: \_\_«PRIMARY\_INSTRUCTOR\_FIRST\_NAME» «PRIMARY\_INSTRUCTOR\_LAST\_NAME»\_\_ SAP ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_«TITLE\_SHORT\_DESC»\_\_ Course # and section: \_«COURSE\_NUMBER»\_«SECTION»\_ CRN: \_«COURSE\_REFERENCE\_NUMBER»\_

Department \_«DEPARTMENT\_DESC»\_ Sem/Year course will be taught: \_«ACADEMIC\_PERIOD\_DESC»\_ Session: \_«SUB\_ACADEMIC\_PERIOD»\_

*Enrollment is based upon the number of students in class the day following the end of the add period.*

**Course enrollment (online/web-based):**

**CODE 790:**  # students enrolled: \_\_«ACTUAL\_ENROLLMENT»\_ - x $25.00 = $ \_\_«X\_25»\_\_

**TOTAL PAYMENT REQUESTED:** **$\_\_«X\_25»\_\_**

*If this is the* ***first time*** *for web-based delivery method, attach a copy of the UCC approval for the course to be offered through distance education.*

NOTE: Distance education information is available in the APSCUF Agreement, Article 42.

**Required Signatures:**

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Human Resource/Payroll Use Only** - Pay Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_