

DATE \_\_\_\_\_

SEMESTER: 20\_\_\_\_ F S U

## REQUEST FOR NON-CREDIT CLASSES

*PLEASE CIRCLE:*

**NEW CLASS**

**CHANGE**

**CANCEL**

**CLASS COURSE:** \_\_\_\_\_ **CLASS TITLE:** \_\_\_\_\_

(Remember, that you must use the State approved title, and then sub-title to identify class)

**INSTRUCTOR:** \_\_\_\_\_

**BEGINNING / ENDING DATE:** \_\_\_\_\_ **LOAD** \_\_\_\_\_

**DAYS:** \_\_\_\_\_ **PAID BY NON-CREDIT** \_\_\_\_\_

**TIME:** \_\_\_\_\_ **PAID BY GRANT** \_\_\_\_\_

**# OF WEEKS:** \_\_\_\_\_ **WKLY HRS** \_\_\_\_\_ **GRANT #** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**ADDITIONAL INFORMATION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If class is team taught, instructor(s) name and class information must be included.

For "New" instructors: hire packets must be submitted to Janet and class approval completed before class begins.

FOR OFFICE USE	
LECTURE HRS _____	LAB HRS _____
BLDG _____	RM _____
ID # OR SSN _____	
LOAD: LECTURE _____	LAB _____

FOR OFFICE USE	
SECT # _____	DATE PREP _____
CONTRACT _____	TRANSMITTAL _____
FAC. FORM _____	UPDATE _____
CONF. LTR. _____	D.P. FORM _____