



**Course Add Form**

Winter Session 2022 dates:  
January 03 - 14, 2022

School: \_\_\_\_\_ Department: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of Chair: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Instr. Mode:** Online ONLY For Winter 2021

S = Synchronous (set class meetings)

AS = Asynchronous (self directed learning)

**SYNCHRONOUS CLASS TIMES:**

3-unit time slot A: 8:00 a - 11:45 a

B: 1:00 p - 4:45 p

C: 6:00 p - 9: 45 p

Course Subject/Catalog #	Component (Lec/Lab/Act)	Units	Inst. Mode (S, AS)	Time Block	Start Time	End Time	Meeting Pattern	Instructor ID (required to add Instr)	Enroll Cap	* GE Course (Yes or No)	Notes	Name of Instructor
<b>EXAMPLE</b> BEHS 8080	LEC	3.0	S	C	6:00p	9:45p	M/T/W/R/F	00001234	30	NO	N/A	J. DOE

\* **ALL** general education courses **MUST** have signature approval from the Department Chair and School Dean before submitting to the General Education Director for approval. This form must have all required signatures **BEFORE** submitting to Extended Education. Email approved add form to [jpatino@csub.edu](mailto:jpatino@csub.edu)

**Chair's Signature:** \_\_\_\_\_

**Dean's Signature or Designee:** \_\_\_\_\_

**General Education Director's Signature:** \_\_\_\_\_