

# Distance Learning Classroom Course Scheduling & Approval Form

**Instructional Television Services, Communications Building 219  
Marshall University, 400 Hal Greer Boulevard, Huntington, WV 25755-2140  
304-696-3150 Fax: 304-696-2973**

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

Originating Campus: \_\_\_\_\_ \*

Course Title: \_\_\_\_\_  
 Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_  
 College/School: \_\_\_\_\_ Program/Department: \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_ Office Bldg/Rm: \_\_\_\_\_  
 Contact person (if other than instructor): \_\_\_\_\_ Phone: \_\_\_\_\_

**TERM:** Year \_\_\_\_\_  
 Fall  Spring  Summer Session: A  B  C  D   
 Day:  M  T  W  R  F  S Dates (if other than normal semester) \_\_\_\_\_  
 Time:  4:00 pm until 6:20 pm Daytimes: \_\_\_\_\_ am/ pm until \_\_\_\_\_ am/ pm  
 6:50 pm until 9:10 pm

CAMPUS*	Preferred ROOM	SEC #	CRN if avail.	EXPECTED # of STUDENTS	CONFIRMED BY (Utilized by ITVS only)	DATE
Originating Site						
Receive Site						
Receive Site						
Receive Site						
Receive Site						
Receive Site						
Receive Site						
Receive Site						

**Comments or special needs:** \_\_\_\_\_

**Approval:**  
 Academic Chair: \_\_\_\_\_ Date \_\_\_\_\_  
 Academic Dean: \_\_\_\_\_ Date \_\_\_\_\_  
 SEE Dean: \_\_\_\_\_ Date \_\_\_\_\_  
 (for 2+2 classes only)

**Scheduled:**  
 ITVS General Manager: \_\_\_\_\_ Date \_\_\_\_\_  
 ITVS Program Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

\*Use Abbreviations:  
**MU** - Huntington (CH 242, S 166, SH 263); **LGN** - Logan; **WMSN** - Williamson;  
**MUGC** - South Charleston (GC 134, AC 210, AC 211);  
**MOVC** - Point Pleasant(127, 130); **BC**- Beckley; **GHCC** - Gilbert

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 2/4/00

**Recvd in ITVS:** \_\_\_\_\_