

# Non-Standard Course Offering Request

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-2937

Because non-standard class times create difficulties for students' schedules, for room assignments, and for final exam scheduling, all UNDERGRADUATE course sections scheduled before 5:00 pm must adhere to the appropriate Standard Class Meeting Patterns chart, either Fall/Spring or Summer.

These can be found on the *Scheduling/Term Planning Aids* page –

<http://www.memphis.edu/registrar/faculty/scheduling.htm>.

If a non-standard meeting pattern is required, complete this form, including the reason why the non-standard time/pattern is necessary. Have it signed by the department chair and faxed to 678-2937 or delivered to the Registrar's Office in 003 Wilder Tower.

The following courses or types of courses are excluded from this requirement:

- ACAD2200
- Lab Sections
- MUAP Sections
- All Studio Sections
- Sections with instructional modes equal to: CLN, FLD, IND, LLB, PRA, or WSP.
- Sections with building codes equal to: HOSP, LAW, N/A, TBA, or WEB
- Sections offered off campus

Department: \_\_\_\_\_ Chair's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Term/Part-of-Term: \_\_\_\_\_ Yr: \_\_\_\_\_

Subj: \_\_\_\_\_ Crse#: \_\_\_\_\_ Sec#: \_\_\_\_\_ Cr Hrs: \_\_\_\_\_ Instr Mode: \_\_\_\_\_

Days: \_\_\_\_\_ Begin/End Times: \_\_\_\_\_ / \_\_\_\_\_

Departmental Contact Name/Number: \_\_\_\_\_ / \_\_\_\_\_

Reason Non-standard Time is Required: \_\_\_\_\_

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