

Non-Standard Course Offering Request

Office of the Registrar, University of Memphis, 003 Wilder Tower / reg_regsched@memphis.edu

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.php>.

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. **Please submit the signed and completed non-standard form as an Academic Section Maintenance ticket.**

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#: _____ CRN: _____ Instr Mode: _____

Cr Hrs: _____ Days: _____ Begin/End Times: _____ / _____

Departmental Contact Name/Number: _____ / _____

Reason Non-standard Time is Required: