

DEPARTMENT OF THEATRE AND DANCE

COURSE ADD WORKSHEET

This worksheet should be used to add a class to an upcoming semester's course offerings AFTER CHAIR PROOF is complete.

Semester: _____

1. **Course Number:**

Prefix _____ Number _____ Topic # (if applicable) _____

2. **Course Title:**

Please note that the registrar will shorten it if it is too long.

Title: _____

3. **Course Instructor:**

Name: _____ EID: _____

4. **Timeline:**

Circle or check the day(s) of the week that the class will meet on:

[MWF]

[TTh]

[MTWThF]

M

T

W

TH

F

Start time: _____ End Time: _____

In Building: _____ Room: _____

Additional Timelines (be specific) _____

5. **"Meets with" another organized course?**

If your course does not meet with another course, then skip this step.

Meets with 1

course prefix _____ Number _____ Topic # (if applicable) _____

Meets with 2

course prefix _____ Number _____ Topic # (if applicable) _____

Meets with 3

course prefix _____ Number _____ Topic # (if applicable) _____

6. **Course Enrollment Restrictions:**

There are 3 typical restriction types for T&D courses. Please select from the following. If you need to restrict enrollment differently, then work with the advisor and the department administrator in charge of course scheduling.

A] Restrict my course to "consent of instructor" only.

B] Restrict my course to any Theatre and Dance major only.

C] Make my course open to any UT student.

7. **Course Closing Limit:**

Maximum number of students in the course: _____

8. **Course Description:**

The length of the course description that can be put into the online course schedule is limited to approximately 650 characters (including spaces). Please attach your course description.

9. **Signatures and Approvals:**

Instructor Signature

_____ date: _____

Area Head Signature

_____ date: _____