

# Course Offering Form

**SEMESTER:**

**YEAR:**

**1. Course Information**

Title: \_\_\_\_\_ Credit \_\_\_\_\_ Non-Credit \_\_\_\_\_  
 Dept/Subj: \_\_\_\_\_ Course # \_\_\_\_\_ Credits \_\_\_\_\_

**2. Dates**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Contact Hours: \_\_\_\_\_

Days of the Week: \_\_\_\_\_ From (time): \_\_\_\_\_ to: \_\_\_\_\_ AM \_\_\_\_\_ PM

If course has non-traditional meeting time, please explain:

**3. Method of Instruction**

Pacing \_\_\_\_\_ Dual Credit/Tech Prep \_\_\_\_\_  
 Course meetings \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Brokered \_\_\_\_\_

**4. Location** (Building and Room Number)

Maximum Enrollment \_\_\_\_\_ Wait List \_\_\_\_\_  
 Allowed \_\_\_\_\_ Number of seats \_\_\_\_\_

Instructor/Classroom Technology Needs (if any):

**5. Fees** (if any)

Director's Approval  
for fees

**6. Course Description** (for printed schedule):

Add a description or special note **ONLY** if it differs from the UAA Catalog listing.

**7. Textbook Adoption Form**

Please complete the attached textbook adoption form.

**8. Instructor Information**

Instructor's Name \_\_\_\_\_ UA ID \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

If more than one instructor is responsible for this course, include all instructors' names and ID's.

Instructor's Name \_\_\_\_\_ UA ID \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

1. Department Chair Signature

2. Assistant Director Signature

3. Director Signature



Cancelled  
Date Cancelled  
Notes

**OFFICE USE**  
 CRN \_\_\_\_\_ Section# \_\_\_\_\_ Grading \_\_\_\_\_  
 Date Entered/Banner \_\_\_\_\_ Forwarded to Business Office \_\_\_\_\_

# KODIAK COLLEGE TEXTBOOK ADOPTION FORM

Semester/Year \_\_\_\_\_ Instructor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Instructor Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Method of Instruction: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department \_\_\_\_\_ Course #: \_\_\_\_\_

Please list all required texts and materials students will need for this course:

Last Name and First Author or Editor	Title	ISBN	Edition & Year	Quantity Needed	Publisher	Suggested Supplier	Price

**Instructor Materials:** Most instructor materials are now available free of charge on the publisher's website. Please create a user account with the publisher to receive access to instructor materials as well as email updates about new editions etc. Publishers often call to verify your employment with Kodiak College, so use your Department Chair's name and number if asked for a reference. If the materials you need are NOT available for free, please contact the Faculty Assistant at 486-1215 to generate a Purchase Requisition.

**Comments:**

**Please save a copy of this document in your files for future reference.**

**DUE DATES** Textbook Adoption forms are due: Spring Semester--Last Friday in September  
Summer Semester--First Friday in December  
Fall Semester--Second Friday in February

