I. **COURSE INFORMATION** (This section to be completed by the Academic Department)

A&S Department: ____________________________________________________________

Course Title: ______________________________________________________________

Course Number (ex: BSC 108): ___________ Section Number (ex: 901, 904, 990, etc): ___________

Format (ex: Evening, Online, etc): ___________ Semester Hours (ex: 1, 3, 6, etc): ___________

Semester Offering (ex: Fall, Spring): ___________ Site Code (ex: Main, OL, EV, OO, ER, etc): ___________

Class Location/Room # (leave blank if an online course): ___________________________

II. **FACULTY INFORMATION** (This section to be completed by the Academic Department)

Faculty Name: __________________________________________ CWID: ______________

Campus Address: _____________________ Faculty Status (ex: PTTI, FTTI, etc.): ______________

III. **TEACHING LOAD** (This section to be completed by the Academic Department)

☐ Regular Load

☐ Transfer to the Department

☐ Overload

☐ Direct Pay

☐ Transfer to the Department

☐ Adjunct

☐ Direct Pay

A&S Department Head: ________________________________

A&S Department Head Signature: ____________________________ Date: ____________

IV. **COMPENSATION** (This section to be completed by Director of Financial Affairs in A&S, Jimmy Vail)

☐ 7½% of 9-month salary $ __________________________

☐ Adjunct Rate $ __________________________

Jimmy Vail, Director of Financial Affairs A & S: ____________________________ Date: ____________

V. **APPROVAL SIGNATURES**

Ruth Pionke, Senior Information Officer, A&S ____________________________ Date: ____________

Dr. Robert Olin, Dean, A&S ____________________________ Date: ____________

Steps:

• A&S Academic Dept completes Sections I, II, and III for each course delivered through College of Continuing Studies (CCS).
• A&S Academic Dept prints form and gives to appropriate A&S Department Chair for signature/date.
• A&S Academic Dept sends form to A&S Director of Financial Affairs (Jimmy Vail).
• A & S Director of Financial Affairs completes section IV, signs and dates the form.
• A & S Director of Financial Affairs sends form to Ruth Pionke for signatures/dates.
• Ruth Pionke and A&S Dean’s Office signs and dates section V.
• A&S Dean’s Office sends form to A&S Director of Financial Affairs (Jimmy Vail) for appropriate payment/transfer.

Revised 3-30-15