



BLACKBOARD COURSE SHELL REQUEST

Submit completed form to the Exec. Secretary to the Dean of Academic and Student Affairs (Room LC 623) jeanne.meyers@garrettcollege.edu.

Date of Request: _____ Semester: _____

Index Number: _____ Section Number: _____

Course Name (exactly as listed in catalog): _____

Instructor: _____ Department: _____

Check one: Blank Course Shell Copy course contents from a previous course _____
(previous course name and semester)

Check one: Online Only (from Garrett) Hybrid (50/50) Web-Enhanced (classroom supplement)
(IM1:IN IM2:XB IM3:ZG) (IM1:HY IM2:XB IM3:ZG) (IM1:WE IM2:XB IM3:ZG)

Course shells are created unavailable (to students). Instructors are responsible for opening their course prior to semester start.
****Students will be enrolled into the shell 3 days prior to the start of the semester.**

Academic Affairs	FOR OFFICE USE ONLY	Coordinator of Distance Learning
Regent Updated & Form Forwarded to Coordinator of DL	Course Shell Created By: _____	
By: _____ On: _____	Course Shell Creation Date: _____	

5/2010 drf



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