



BLACKBOARD COURSE SHELL REQUEST

Submit completed form to the Executive Secretary to the Dean of Academic Affairs (Room 643/ jeanne.meyers@garrettcollege.edu).

Date of Request:

Semester:

Index Number:

Section Number:

Course Name (Exactly as listed in Catalog):

Instructor:

Department:

Check one: New Course

Previous Course

Archived Course

Check one: OnLine Only (from Garrett)
(IM1: IN IM2:XB IM3:ZG)

Hybrid (50/50)
(IM1: HY IM2:XB IM3:ZG)

Web-Enhanced (classroom supplement)
(IM1: WE IM2:XB IM3:ZG)

Date that you want the course shell created:

***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 CDL	Course Creation Date: _____	
By: _____ On: _____	Enrolled On: _____	By: _____

03/10/09 kld



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