DeCal Questionnaire

Please complete the information below and return it to 104 Morrison immediately. We will take your preferences into consideration when scheduling your class, but we cannot guarantee that your specific requests will be met.

Instructor Name ________________________________________

Course Title ____________________________________________

Enrollment Limits 98 ____________ 198 ____________

Course Preferences

First Choice

Days  □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday

Times _________________________________________________

Equipment Request _____________________________________

Room Request __________________________________________

Second Choice

Days  □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday

Times _________________________________________________

Equipment Request _____________________________________

Room Request __________________________________________

Would you like us to suppress the Course Control Number (CCN) for this course? This would require students to acquire the CCN directly from the instructor, which is especially useful for classes requiring prerequisite skills.

□ Yes  □ No

Would you like the course waitlist to be on automatic or manual?

□ Automatic (Recommended)

I would like any student wishing to take my class to automatically be moved from the waitlist into the class.

□ Manual

I would like to personally select which students can be added into the class, and understand that I must see Lisa or Melissa in 104 Morrison in order to facilitate these changes.
DeCal Facilitator Personnel Information

The following information is required in order to list you as instructor for this course. All information provided will be kept completely confidential.

Name
DeCal Topic
Address

Phone Number
  Cell/Home (circle)
Email
Birth Date
Student ID Number
Social Security Number
Citizenship Status (circle)
  U.S. Citizen  Permanent Resident  Non-Citizen
(Please provide copies of visa and passport if you are a non-citizen.)
Are you currently employed on campus?  Yes  No
Have you previously been employed on campus?  Yes  No
  If so, where?

Thank you. 😊