Music Department
DeCal Class Scheduling Worksheet

This worksheet must be submitted as part of the DeCal course proposal packet.

Course Information

Course Title: _____

Faculty Sponsor: _____

Scheduling preferences (3 required)

1st choice: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday Time: _____

2nd choice: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday Time: _____

3rd choice: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday Time: _____

Estimated enrollment: _____

Equipment/room features request: _____

Comments: _____

Classrooms in Morrison Hall are available for DeCal courses after 7:30pm on Tuesday/Thursday. We will try our best to accommodate your scheduling preferences but cannot guarantee that a specific request will be met.

Facilitator Information

Name: _____ SID #: _____

Email: _____ Phone #: _____

Name: _____ SID #: _____

Email: _____ Phone #: _____

Name: _____ SID #: _____

Email: _____ Phone #: _____

==========Office Use Only==========

Section #: _____ Class #: _____ Notified facilitators (initials/date): _____

Assigned schedule (day/time/room): _____