**X Course Creation Form:** **Enter X-Course Prefix/Number here**

 (Undergraduate Courses Only)

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| **I. Routing Information****Completed forms should be e-mailed to** **Curriculum@unlv.edu** |
| To whom should we address comments/questions?       |
| Contact’s e-mail address: |       |
| Your Department Prefix: |       | Your college: |       |
| Justification for X-Course:       |
| **II. Course Information** |
| **Re-enter X-Course Prefix/Number (e.g., AAS 101X):** |       |
| Check if this is an Educational Outreach Course: [ ]  |
| Has this course been used before?  | Yes [ ]  No [ ]  If yes, course #       Semester offered:       |
| Course Title: |       |
| Abbreviated Title (25 Character Limit): |       |
| Is this a Special Topic course? Yes [ ]  No[ ]  If yes, please list topic:      |
| Prerequisites? Yes [ ]  No[ ]  If yes, Describe:       |
| Grading System:  | Fixed Number of Credits: |       |
|  | OR Variable Number: |       |
| Is Course Repeatable? Yes [ ]  No [ ]  If Yes, for maximum of       credits.  |
| Course Description (50 words or less) :        |
| Will this course be used to fulfill a program or elective requirement? Yes [ ]  No [ ]   |
| If yes, please explain:        |
| **III. Scheduling Information** |
| When do you want course offered (e.g., Spring 2007)?       |
| Will this course need a general purpose room? Yes [ ]  No [ ] What is the Cap?       |
| **Day(s) and Time(s) of Course** |
| If your course is 3 credits: OR  |
| If your course is 2 credits: OR  |
| If your course is 0 or 1 credit:  |
| OR enter non-standard day(s) / time(s)       |
| **IV.Comments** |
| Is there anything else you would like to notify us of?      |
| **V. Endorsement/Approvals** Complete form and obtain electronic signatures **before** submitting to the Registrar’s Office. |
| **Instructor, Department Chair, Dean’s Approval** |
|  | Yes | No | Name | Date | Comments |
| Instructor | [ ]  | [ ]  |       |       |       |
| Dept. Chair | [ ]  | [ ]  |       |       |       |
| Dean | [ ]  | [ ]  |       |       |       |
| **Faculty Senate Curriculum Approval** |
| Curriculum Committee Chair | Yes | No | Agenda # | Date | Comments |
|       | [ ]  | [ ]  |       |       |       |
| Note: The course will default to ‘Staff’ if an instructor has not been indicated. |
| For use of the Registrar’s OfficeAcalog: Initials       Date       Comments:      MyUNLV: Initials       Date       Comments:       |

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