

To request the addition of a self-supporting class, please complete the following information and **e-mail completed form to Janet Lodge.**

<b>REQUEST TO ADD SELF-SUPPORT CLASS</b>		
Term: _____	CRN: _____	Campus where course is scheduled: _____
Subj Crs: _____	Course Title: _____	Credits: _____
Instructor: _____	ID: _____	
For new CRN: _____	Days/Times: _____	Class Size: _____
Org used to pay instructor: _____	Dept. paying for course: _____	
Reason for Request:		
Dean/Director Making Request: _____		Date: _____
Academic Affairs Use Only		
Approved: _____	_____	Date _____
Denied: _____	Signature - Vice President, Academic Affairs	

The Dean/Director making the request will be notified of approval or denial via campus mail.

Payroll authorization should be prepared using appropriate division/department FOAPAL. Budget transfers or adjustments will be authorized by the Academic Affairs Office at the end of the fiscal year, after review of final division expenditures and balances.