



Title: Continuing and Professional Education Course Information & Instructor Approval Form

Source: Office of the Registrar / CPE

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Approved by: _____
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Registrar

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A. Introduction

The purpose of the Continuing and Professional Education Course Information & Instructor Approval Form is to insure we have the correct information when Schools/Colleges request that the Office of the Registrar to enter their semester course(s) in SIS (Student Information System). This form is to be used if the Schools/Colleges departmental course management contacts are not entering their department's courses on SIS or are unable to enter the course by the deadlines found in the normal term course production calendar.

B. Procedure Statement

Requests of the Office of the Registrar must comply with this procedure.

- 1.** Schools/College's course management contacts must fill out the form making sure that all required fields (shown with *'s) are completed. If a course has a specific site code it must be indicated on the form. Circle "Blackboard" at the bottom of the form if the course will be utilizing Blackboard. No courses will be entered by the registrar's office without the Continuing and Professional Education Course Information & Instructor Approval form. When completed, submit the form to the Office of the Registrar.
- 2.** The Office of the Registrar will enter the course(s) in SIS only for the term requested. Courses submitted to the Office of the Registrar after the deadlines on the course production calendar are not guaranteed to be processed before the start date of the course.
- 3.** Instructor ID is mandatory. If an ID needs to be created for an instructor who is not paid by the University, contact Mary Conley in Systems Management. If an ID needs to be created for an Instructor that is paid by the University, contact Human Resources.
- 4.** Incomplete forms will be returned to the schools/colleges, asking for missing information. Courses will not be entered into SIS until the missing information is received.

