Northwestern University
Office of Summer Session
New Course and Section Information Form

This form should be used to notify the Office of Summer Session of new courses for 2013, or courses that were not offered in Summer Session 2012, but may have been offered in years prior to 2012. It is assumed that the department or school has already obtained approval for new courses from the appropriate curriculum committees, or is in the process of obtaining such approval. Each component (lecture, discussion, laboratory, etc.) of a course must be listed separately.

A course that undergoes a change in number is considered new (i.e.: if 350-0 becomes 355-0 or if it becomes the two quarter sequence 350-1 and 350-2). In such cases, please indicate the old number that will no longer be used.

All of the following information must be submitted:

SUBJECT	**CATALOG NUMBER**	**SECTION NUMBER**

SHORT TITLE (16 CHAR MAX)

LONG TITLE (80 CHAR MAX)

LOCATION (CIRCLE ONE)

EVANSTON ◯ CHICAGO ◯ LOOP ◯ OFF CAMPUS ◯

INSTRUCTOR (FIRST AND LAST)

COMPONENT (CIRCLE ONE)
LECTURE ☐ DISCUSSION ☐ LABORATORY ☐

ARE DISCUSSION OR LAB SECTIONS REQUIRED REGISTRATIONS? Y ☐ N ☐

START TIME: AM PM	**END TIME:** AM PM	**DAYS:** M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU	**START DATE**	**END DATE**

CAREER

CONSENT (CIRCLE ONE)
INSTRUCTOR ◯ NONE ◯

GRADING BASIS (CIRCLE ONE)
ABC/NC ◯ PNP ◯ STUDENT OPTION ◯ SUS ◯

REPEAT FOR CREDIT?
Y ☐ N ☐

MIN UNITS (CIRCLE ONE) 0.0 ☐ 0.5 ☐ 1.00 ☐ OTHER: ☐

MAX UNITS (CIRCLE ONE) 0.0 ☐ 0.5 ☐ 1.00 ☐ OTHER: ☐

MAXIMUM ENROLLMENT

COURSE DESCRIPTION

Please submit via e-mail to mbrennan@northwestern.edu