

## SPECIAL FEATURES INPUT FORM

SUBJECT \_\_\_\_\_

DATE \_\_\_\_\_

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE \_\_\_\_\_

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

Class # (five digit)	Catalog #	Section # including component code e.g. 001C	Session 14W, 7W1, 3WI, etc.	Topics for Special Topics, Optional Content, Seminars, etc.	Variable Credits	Multiple Components (That you did not build this semester)
					Association # _____ This section offered for _____ units.	Components not offered with this section: _____ _____ _____
					Association # _____ This section offered for _____ units.	Components not offered with this section: _____ _____ _____
					Association # _____ This section offered for _____ units.	Components not offered with this section: _____ _____ _____
					Association # _____ This section offered for _____ units.	Components not offered with this section: _____ _____ _____
					Association # _____ This section offered for _____ units.	Components not offered with this section: _____ _____ _____

If classes require "Topics," or if "Variable Credits" need to be set, or if the class normally has Multiple Components (e.g. lecture and lab), but you do not wish to offer all components at this time, please indicate only those components that will be offered. Please complete and submit this form to Kristy Newton/Registration (Dempsey 130).

## CLASS SCHEDULING REMINDERS:

- If an instructor's name is not available in the dropdown, please contact me for instructions.
- If you are canceling a class **before** the classes are viewable on Titanweb during the class building process, simply delete the course.
- If you are canceling a class **after** the classes are viewable on Titanweb, please send an email specifying the course, section number, room, meeting pattern, day(s), and time to [newtonk@uwosh.edu](mailto:newtonk@uwosh.edu) and [rmsched@uwosh.edu](mailto:rmsched@uwosh.edu).
- **If you have any questions about classes or this form, contact Kristy Newton at (920)424-0933 or [newtonk@uwosh.edu](mailto:newtonk@uwosh.edu).**

## ROOM SCHEDULING REMINDERS:

- To request a [non-class event](#), [one-time room reservation](#) or [computer lab reservation](#) use online forms that are linked above, or you can send an email specifying date, day, time, capacity, special room characteristic needs, faculty sponsor and facility preference to [rmsched@uwosh.edu](mailto:rmsched@uwosh.edu).
- If you have any questions about class meetings or room reservations please feel free to contact room scheduling at **(920)424-4160**.