Request for Course/Section Creation

Certain courses are created as needed. This form should be used by the academic advisor/studio teacher/student to request the creation of the courses listed below for a section for the faculty member assigned to the course. Please turn the form in to the Crane Scheduling Secretary.

**Deadline for submission:** This form should be submitted as early as possible, but MUST be submitted by the end of the second week of classes (by 4:00pm Friday), the same date regular registration for ensembles ends. *Late forms will NOT be processed.*

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<th>Semester</th>
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<th>Student’s Name(s)</th>
<th>Major(s)</th>
<th>Potsdam Email Address</th>
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Please check the box for the course required. Crane scheduling secretary will complete section & CRN.

**Undergraduate Courses**

- MUCA 488: Research Project in Musical Studies (2 cr)
- MUCA 210: @Secondary Applied Instrument (1 cr)
- MUCA 490: @Composition Capstone Portfolio & Jury (1 cr)
- MUCA 368: @Chamber Music: ____________________ (1 cr)
- Other: ____________________ (Subject/Course number/Title of course/# of credits MUST be provided)

**Graduate Courses**

- MUCA 610: Graduate Studio (1 cr)
- MUCA 620: Graduate Studio (2 cr)
- MUCA 630: Graduate Studio (3 cr)
- MUCA 699: Thesis in Music Education (3 cr)
- MUCA 640: Literature and Pedagogy (2 cr)
- Other: ____________________ (Subject/Course number/Title of course/# of credits MUST be provided)

**Student’s Signature** ____________________ Date ____________

**Faculty’s Name (Printed)** ____________________

**Faculty’s Signature** ____________________ Date ____________

OFFICE USE: ___________ SSASECT ___________ SFAREGS ___________ Access ___________ Emails sent ___________ 9/2018