**COWS (Courses Offered Web System) Form**

**Semester/Year:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title: 1–30 Characters****(including spaces)** | **Subject:** | **Course #:** | **Section:** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Campus:** | **Moscow** | **Coeur d’Alene** | **Boise** | **Idaho Falls** | **Online** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grading:** PF **or** A/B/C/D/F | **Honors:** Yes / No | **Credits:** | **Max Credits:** |
|  |  |  |  |
| **Cross/Joint Listed With:** | **Cross/Joint Listing Confirmed by Department Chair:** Yes/ No | **Approval for****Registration:** | **Max Enrollment:** |
|  |  |  | **Instructor** |  |
|  | **Department** |
|  | **College** |
| **Primary Instructor\*** | **Co-Instructor\*** | **Section URL:** |
| Name:  | Name:  |  |
| V #:  | V #:  |
|  |  |  |  |
| **Section Text:\*\*** | **Section Starts:****(For short courses only)** | **Section Ends:****(For short courses only)** | **Wait List:**  |
|  |  |  |  | **On** |
|  | **Off** |
| **Days:** | **Begin / End Time:** | **Requested Room Attributes** |
|  | **Monday** |  |  | **Chalkboard** |
|  | **Tuesday** |  | **Moveable Tables** |
|  | **Wednesday** |  | **Fixed Chairs w/ Tablet Arms** |
|  | **Thursday** |  | **Moveable Chairs w/ Tablet Arms** |
|  | **Friday** |  | **Multimedia** |
|  | **Saturday** |  | **PC Lab** |
|  | **Sunday** |  |  |

**\*Name and V number required for all instructors and TAs.**

**\*\*List “section text” comments. Example: “Class is limited to Camp Program only.”**