

CALS Academic Programs

PO Box 442336

Moscow, ID 83844-2336

208-885-6446

Off-Campus Course Request Form

Course To Be Opened: Subj Choose an item. Course #:       (Section and CRN will be assigned)

Budget funds will be credited to:

Location for course (including building, address (if appropriate), and room number):       (for courses with multiple locations, please use special message box below)

Number of credits:

Grading Method: Choose an item.

Do you want a waitlist available? Choose an item.

First Day of Class:       Last Day of Class:       [Note: The dates of the class will impact the registration deadline for students in the class. If you have questions about the last day students can add or drop the class, please call Academic Programs (208-885-6446) or the Registrar’s Office (208-885-6731).]

Start Time:       End Time:       (for courses with multiple start/end times, please use special message box below)

Course Website (URL can appear on the online Class Schedule):

Instructor of record:       (this person will be expected to enter grades at the end of the course)

Instructor’s V number:

Instructor’s Phone       and email       (in case of questions)

Special Messages: (for Academic Programs Staff, message to be included on the class schedule, or info that didn’t fit above)

Questions? Need help completing this form? Please contact CALS Academic Programs at 208-885-6446. **Please return this form to Academic Programs when done**. Email: [aginst@uidaho.edu](mailto:aginst@uidaho.edu) or fax 208-885-6654.