
Section II: Registrar Information

10. Enrollment Limits

Maximum/size cap:(required): ____

Reserved Spots (Optional). *Total must not exceed size listed above. Any unassigned spots will be open to any student. Courses within Joint Programs must have equal enrollment limits for each school.*

Pitzer Students ____ Non-Pitzer students (Optional: CMC__ HMC__ SC __ PO __) Pitzer First-years ____

11. Room Requests (optional/not required for Online teaching): *All room assignments based on availability and pedagogical need. Courses will not be scheduled in rooms that cannot accommodate the total class size listed above.*

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Desired room capacity, if greater than enrollment cap: _____

Additional room requirements, if the choices above aren't available: _____

12. Course Areas (optional)

In addition to the course's main area, it will appear in these areas in the catalog and on the portal. Course number will not change. Approval from each field group is required.

Area/Field Group: _____ Approved by (print & sign): _____

Area/Field Group: _____ Approved by (print & sign): _____

Area/Field Group: _____ Approved by (print & sign): _____

13. Default Grading Type: Letter Grade Pass/No Credit Check here if P/NC not allowed: **14. Course Fee (optional):** \$ _____

It is essential to state this upfront, especially for students on financial aid.

15. Restrictions (optional): *These restrictions apply to your entire course. Ineligible students will not be able to register unless you grant them permission. Please check all that apply:*

- | | |
|--|---|
| <input type="checkbox"/> Instructor permission required for all students | <input type="checkbox"/> Juniors and seniors only |
| <input type="checkbox"/> First-years require permission | <input type="checkbox"/> Seniors only |
| <input type="checkbox"/> First-year students only | <input type="checkbox"/> Majors only (in the field of the course) |
| <input type="checkbox"/> First-years & sophomores only | <input type="checkbox"/> Pitzer students only |

16. Prerequisites: *If more than one, indicate AND/OR.***17. Any other comments to display on portal course details:** *Brief, due to space limitations.*

Section III: Curriculum Information

17. Educational Objectives: *Select at least one:*

- Humanities
- Social Science
- Quantitative Reasoning
- Natural Science
- Social Responsibility *(for students admitted before Fall '16)*
- Writing Intensive

18. Social Justice and Intercultural Understanding Requirements: *For students admitted Fall '16 and after. Select all that apply. Faculty will have until March 10 to show how the course meets the criteria. Select all that apply:*

- Social Justice Theory (SJT)
- Intercultural Understanding Global/International (IU-G)
- Social Responsibility Praxis (SRX)
- Intercultural Understanding Local/US (IU-L)

19. Does this course have a Service Learning/Laboratory component *(1.25 teaching credits for the faculty)?*

- Yes
- No

20. If this is a NEW or substantially REVISED course, please complete the following:

New/Revised Course Description for Catalogue *(limit 100 words):*

20b. Please attach a detailed description of the following:

- a. Proposed goals/objectives of the course
- b. Specific student learning outcomes (SLOs)
- c. Source materials to be used in the course (textbooks, readings, films, etc.)
- d. Pedagogical approach for the course (lecture/seminar/flipped classroom, etc.)
- e. Proposed types of assignments and activities
- f. Proposed means of assessing goals and student learning outcomes (exams, essays, projects, creative works, oral presentations, etc.)

You may attach a syllabus if it contains all of the above information.

21. REQUIRED prior to submission: Field Group Curricular Liaison Approval:

Print Name: _____ Sign: _____ Date: _____