

# Enrollment Services - New Course Request Form

- Form available at: <http://enrollmentservices.cua.edu/facultystaffinfo/new-course-request.cfm>
- Use this form only to request a course that does not already exist in Cardinal Station.
- To make changes to an existing course, email [spinato@cua.edu](mailto:spinato@cua.edu).

Requester Name:

Requester Email:

Requester Extension:

Department:

Course Short Title:

Course Title:

Subject Area:

Catalog Number:

Credit Units:

Grading Basis:

**Department Add Consent:**

Yes

No

View existing courses (active and inactive) in Cardinal Station by navigating to: Cardinal Students → Curriculum Management → Course Catalog → Course Catalog

When selecting numbers, keep in mind that these numbers may only be used as designated below:

	UGRD	GRAD
Directed Readings	492	592, 692, 792, 892, 992
Directed Research	493	593, 693, 793, 893, 993
Independent Study	494	594, 694, 794, 894, 994
Internship	495	595, 695, 795, 895, 995
Thesis/Dissertation Guidance	496	696, 996
Comprehensive Exam	498	698A, 698B, 998A, 998B

Academic Career:

When Course is Typically Offered:

Course Component #1 (Graded Component):

Default Section Size:

Does this course have a final exam?

If this course is equivalent to any other existing courses, list them here:

**Does this course have multiple components?**

Yes

No

If this course should have multiple components (i.e., lecture and lab), select "YES" and additional questions will appear regarding the second component.

**The questions in this section populate only if "YES" is selected as the answer to the above question, "Does this course have multiple components?"**

Course Component #2 (if needed):

The options for this drop-down will be the same as the options for component #1. Do not select the same option as selected for component #1 – each component must be a distinct type.

Is component #2 required or optional?

- Required  
 Optional

If all students enrolled in the first component must simultaneously be enrolled in the second component, select "Required."

Is component #2 a graded component?

- Yes  
 No

If each component should be graded separately, select "YES." If only the first component should be graded, select "NO."

Component #2 default Section Size:

Does component #2 have a separate final exam?

- Yes  
 No

If each component has its own final exam, select "YES." If only the first component has a final exam, select "NO."

Should students who repeat this course earn credit each time?

- Yes  
 No

If this course should be repeatable for credit, select "YES" and additional questions will appear regarding the requested "repeat for credit" rules.

**The questions in this section populate only if "YES" is selected as the answer to the above question, "Should students who repeat this course earn credit each time?"**

What is the maximum number of times this course can be repeated for credit?

Can this course be taken for credit multiple times in the same semester?

- Yes  
 No

List any prerequisites for this course here:

If a specific classroom type is **required** for this course, please explain here. Indicate **pedagogical requirements** only (i.e., a computer lab would always be needed for a computer programming course); preferences should be entered in each term's schedule.

Notes:



Be as specific as possible when listing requisite courses. Indicate whether courses are PRE- or CO-requisites. Use AND, OR, and parentheses when listing required courses.

ONLY use this field if, due to the course material, a specific classroom type will be **REQUIRED EVERY TIME** this course is taught. Classroom type preferences should continue to be requested in each term's schedule of classes.

The following course numbers may only be used as designated:

	Undergraduate Level	Master's Level	Doctoral Level
Directed Readings	492	592/692	792/892/992
Directed Research	493	593/693	793/893/993
Independent Study	494	594/694	794/894/994
Internship	495	595/695	795/895/995
Thesis/Dissertation Guidance	496	696	996
Comprehensive Exam	498	698	998

If you have questions about this form or about the course catalog, contact Danielle Spinato in the Office of Enrollment Services at [spinato@cua.edu](mailto:spinato@cua.edu) or 202-319-6309.