

Course Notification Form Online

Online form for authorized Texas A&M faculty and staff to submit distance education course information to the Office of Distance Education.

If you have any questions about the distance education course notification process, please feel free to contact the Office of Distance Education at 845-4282.

Instructor Information

Course instructor contact information.

Instructor Name (Required)

If the course has more than one instructor, please inform the Office of Distance Education by e-mail.

Instructor UIN

Instructor E-mail

Instructor Phone(s)

Please enter at least a daytime phone number, including area code. Separate multiple numbers by a semicolon (;) and identify as office/cell/etc.

DE / E-learning Coordinator Contact Info

Contact Name (Required)

Contact e-mail (Required)

Contact Phone (Required)

Please enter at least a daytime phone number, including area code. Separate multiple numbers by a semicolon (;) and identify as office/cell/etc.

Course Information

Department (Required)

Course Title (Required)

Course Prefix (Required)

Course Number (Required)

Credit Hours (Required)

Section number(s) (Required)

On-campus students taking web-based courses MUST be offered on-campus (400-600) level sections.

Semester (Required)

Fall

Wintermester

Spring

Maymester

Summer I

Summer II

Summer 10-week

Other

Can this course be taken 100% at a distance?

If "other", please note in comments section at the end.

Yes

No, some on-campus classroom time required

Other

Distance/E-learning Activity Type (Required)

INV* (Interactive video/TTVN/streaming/Centra)

OFF* (Off-campus, face-to-face)

BOC (Broadcast-on-campus student audience)

BOD (Broadcast distance student audience)

VTP (videotape/CD)

WBC (Web-based course with only on-campus student audience)

WBD (Web-based course approved distance program)

MUL (more than one method; select this option plus each one from the above list that applies)

Places Offered

For INV courses, use TTVN site location codes. For OFF courses, include the location's name and zip code.

Approved

Name of College and Date

Dean/Department Head and Date

Office of Distance Education and Date

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