BLACKBOARD COURSE SHELL REQUEST

Submit completed form to the Exec. Secretary to the Dean of Academic and Student Affairs (Room LC 623) jeanne.meyers@garrettcollege.edu.

Date of Request: ________________________________  Semester: ________________________________

Index Number: ________________________________  Section Number: ________________________________

Course Name (exactly as listed in catalog): __________________________________________________________

Instructor: ____________________________________  Department: ____________________________________

Check one: □ Blank Course Shell  □ Copy course contents from a previous course _________________________


Course shells are created unavailable (to students). Instructors are responsible for opening their course prior to semester start.

**Students will be enrolled into the shell 3 days prior to the start of the semester.

FOR OFFICE USE ONLY

Regent Updated & Form Forwarded to Coordinator of DL
By: ___________________________  On: ___________________________

Course Shell Created By: ___________________________

Course Shell Creation Date: ___________________________

5/2010 drf