

**Select the Term:**

**Course ID Number:**

**Course Title:**

**Course Location:**

If your location is not listed, please type your selection in the drop down box.

**Max Enrollment:**

**Instructor Name:**

**Number of Credits:**

**Variable Credits:**

**Class Format:**

### Class Meeting Days and Time

**Please note:** Your primary room choice may not be available. Please provide two room choices.

Day	Date(s)	Start Time	End Time	Contact Hours	Room Request 1	Room Request 2
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### For all courses, list total online hours:

**Please note:** 12.5 contact hours/credit. All instructors teaching classes that are more than 50 percent online must be acknowledged by the Office of Online Teaching and Learning Technologies.

### Special Room Requirements (A/V or technology needs):

**Please submit a course description for any special topics course.** All other course descriptions will be printed as they appear in the graduate academic catalog.

**Please note:** Any additional fees or costs associated with the course must be approved prior to scheduling the course. Contact Doreen Burrows at x52835 or [djburrows@plymouth.edu](mailto:djburrows@plymouth.edu) for information.

### Dates to Remember

**September 1** - Fall Term 2008 Begins  
**September 1** - Labor Day – Campus Closed (no classes)  
**October 13** - Columbus Day – Campus Closed (no classes)  
**November 11** - Veteran’s Day – Campus Closed (no classes)  
**November 26-30** - Thanksgiving Recess (no classes)  
**November 30** - Fall Term 2008 Ends  
**December 1** - Winter Term 2008-2009 Begins  
**December 20-28** - Campus Closed (no classes)  
**Dec. 31-Jan. 1** - New Year’s Holiday (no classes)  
**January 19** - Martin Luther King Jr. Day - (no classes)

**February 28** - Winter Term 2008-2009 Ends  
**March 1** - Spring Term 2009 Begins  
**March 14-22** - Spring Break – Campus Closed (no classes)  
**May 9** - Graduate Commencement (10 am)  
**May 16** - Undergraduate Commencement  
**May 25** - Memorial Day – Campus Closed (no classes)  
**June 30** - Spring Term 2009 Ends  
**July 1** - Summer Term 2009 Begins  
**July 4** - Independence Day – Campus Closed (no classes)  
**August 31** - Summer Term 2009 Ends