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INSTRUCTOR: _____
LAST NAME FIRST NAME



DEPARTMENT/ Mailing Address: _____

PHONE: _____

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COURSE: _____ . _____ (ex. HIST 101.04)
DEPARTMENT ABBREVIATION COURSE NUMBER SECTION #

COURSE TITLE: _____

Semester Offered: Year: 201 ____; Fall ____ Wintersession ____ Spring ____
 Summer: 1st ____ 2nd ____ Full ____ Special Session ____

Please Choose the Reserve System you would like to use:

Traditional/Media ____ and/or Electronic Reserve ____

Please choose a CIRCULATION PERIOD for your Traditional / Hardcopy Reserve Materials:

(2 Hour Unrestricted is the default circulation period)

_____ 2 hour reserve: UNRESTRICTED

_____ 2 hour reserve: IN BUILDING USE ONLY (7:00am-2:00am)

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_____ 4 hour reserve: IN BUILDING USE ONLY (7:00am-2:00am)

_____ 24 hour reserve

_____ 48 hour reserve

_____ week reserve

12/2009 version.

For Electronic Reserve please include the following information for your course web pages:

Student Course Page Password: _____

Bulletin Board / Threaded Discussion? Y ____ N ____

Chat Room / Real Time Discussion? Y ____ N ____

Do you wish an email confirmation when your page is available? Y ____ N ____

Do you wish to do your own editing, posting or page changes? Y ____ N ____

If YES, please choose an Instructor Access Password:

Instructor passwords and logins will be the same for all pages an instructor will be administrating.

Instructor Login = first initial/last name (no hyphen or spaces). Example: Bob Smith = bsmith