**HASP COURSE PROPOSAL *(For Windows Users)***

**Submitted by:**  Click here to enter a name. **For Term/Year:** Choose a Term/Year.

**Date Submitted:** Click here to enter a date. **Revised:** If needed click to enter a date.

**Applicable Subcommittee:** Click to select a committee.

**Coordinator(s):** Click here to enter name(s).

**Course Title:**  Click here to enter title.

**No. of Sessions:** Click to enter the No.

**Course Description**: *Describe the course in enough detail to enable committee review. If there are multiple sessions, summarize the focus of each session. Course Title, Description and Presenter info may be edited before publication in the Curriculum Catalog.)* *Click here to enter description.*

**Course Presenter(s):**  Click here to enter Name(s).

**Presenter(s) email address:** Click here to enter email.

**Presenter(s) Background:**  *Education, and Work Experience click here to enter background.*

**Preferred Dates, Days, AM or PM:**  (We would appreciate as much flexibility as you can allow. Click here to enter Preferred Dates

**Dates, Days, AM or PM Which Are NOT Possible**: Click here to enter the Dates when you are unavailable.

**Class Size Restrictions**:  Classroom capacity is 80 people. Conference room capacity is 12 people. If you prefer fewer, please indicate. **Maximum**: Click to enter max no.

Required minimum enrollment, please indicate No. **Minimum:**   Click to enter min no.

**Will this course meet in location(s) other than the HASP classroom?**   Click Yes or No.

If “yes,” please provide location details: Click to list other locations; include directions

**Will there be costs other than reproducing copies/handouts?**   Click to enter Yes or No.

(Approval by a Curriculum Subject Area Subcommittee is required for additional costs.)

If “yes,” please explain: Click here to enter explanation.

**Please list any AV or other equipment or items that may be needed in addition to microphones.** Click here to enter AV requirements.

**Classroom Set-Up**:  The classroom is set up with tables and chairs in rows. If there is a different setup required, please describe:  Click here to enter requirements.