



**Check all that apply**

- First time online instructor   
Web Enhanced Course   
New course (not currently offered online)   
Course approved at department level

## Request for a NEW WebCT Base Course

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**New online instructors or online instructors teaching a NEW online course must complete this form (after receiving departmental and Distance Learning Committee approval) to request a new base course.**

A designer account will be created for course development and a student account will be created to allow the instructor to see the class as the student does. Instructors must email the completed form to Larrie Barkley at [larrie.barkley@lit.edu](mailto:larrie.barkley@lit.edu) or deliver to T1 room 106. A separate form must be completed and submitted for each NEW WebCT course requested. New instructors will receive their user name and password during training. Current instructors teaching a NEW course will retain their previous user name and password.

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Date:

Instructor's First Name:

Middle Initial:

Last Name:

Instructor's SS#:

Department:

Office Phone:

Course Title (Please list the full course title):

Course Number:

Course Section:

Semester for which course is requested: Please Select

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**For Computer Services Use Only**

Date Created: \_\_\_\_\_ By: \_\_\_\_\_

