

Honors Class Update Request Form

This form is to notify the Office of the Registrar to create a new class with appropriate Honors Credit notations for the students listed below who have been approved with an Honors Option contract through the IUPUI Honors College.

IUPUI Office of the Registrar Campus Center Suite CE250 420 University Boulevard Indianapolis, Indiana 46202-5144.

*** Denotes a required field.**

Honors Class information

Class Information

*4 Digit Term Code
ex. 4112*

*Subject Code
ex. ENG-W*

* Term Code: * Subject: * Catalog No.: * Class No.:

* Time: * Day: Bldg: Rm:

* Instructor of Record: *(If no instructor of record insert TBA)*

Student Information: List Student ID and Name information here or attach file.

<i>10 Digit IUID ex. 0123456789</i>	<i>Last Name</i>	<i>First Name:</i>
* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
-- <input type="text"/>	<input type="text"/>	<input type="text"/>
-- <input type="text"/>	<input type="text"/>	<input type="text"/>
-- <input type="text"/>	<input type="text"/>	<input type="text"/>
-- <input type="text"/>	<input type="text"/>	<input type="text"/>
-- <input type="text"/>	<input type="text"/>	<input type="text"/>

File Attached *(A file containing the needed student information may be attached)*

Requestors Name: Date: (mm/dd/yy) Ph:

Registrar / Office Use Only

Processor Name: Date: (mm/dd/yy)

- Add the HONORS Course Attribute to the Basic Data page
- Add the HONORS Course Value to the Basic Data page
- Add Class Permission required
- Add "FOR HONORS CREDIT" to the Free Format Topic field
- Select the Print Topic on Transcript filed on the SOC meetings page
- Coordinate moving students into the new section including appropriate source documentation
- Image documents