# Blackboard
# Full Online/Hybrid Course Requests Only:
## Requires Department Chair Signature and Designee for Course Review

Please return this form to Maureen Williams on the Patchogue Campus.
Phone: 631-687-5163 Email: mwilliams@sjcny.edu

**Date:** _____ **Phone:** _____

**Instructors Name:** _____ **SJC Email:** _____

You may request 1 *new* or *copy* of a full online or hybrid course shell with this form. For additional requests, please use an additional form.

The course number *must* include the division code (list below).

If you are developing or receiving a copy of a full online or hybrid course, you must have departmental approval and you must attend/have attended Blackboard Training.

Please visit: http://tis.sjcny.edu/training/training.html for the schedule of trainings.

Please have your department chairperson sign below and designate a person to contact when the course is ready for department review.

**Select All That Apply:**

☐ **Online Course** ☐ **Hybrid Course** ☐ **Copy of Previous Developed Course**

**Course to copy:** _____

**Course Name** _____ **Semester/Year Planning to Teach** _____

**Course Number** _____

You must include the division as part of the course number

**Division List :**

SAS – Long Island A&S
BAS – Brooklyn Arts and Sciences
SAP – Long Island PGS
BAP – Brooklyn PGS
SWK– Long Island PGS Weekend

**Additional Comments:**

| | |
|---|---|
| **Contact Person for Department Review** | |
| **Print Chair Name** | |
| **Chair Signature** | |