



## Electronic Reserve Course Page Information Form

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Submit this form when you request a new course page or when you reactivate an archived one. A separate form should be submitted for each course. You must have an E-Reserve account before a course page can be created. Print this form and drop it off at the Circulation Desk, send it through Campus Mail to the E-Reserves Manager/RBD Library or fax it to 844-1748.

Instructor's Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Term: Fall  Spring  Summer  Year \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Students: \_\_\_\_\_  
(Estimated Enrollment)

\*Course Page Password: \_\_\_\_\_

\*Instructor is responsible for supplying students with password. \*Password is required if material is copyright protected.

Document Display: Alphabetical -Author  Alphabetical - Title  Chronological Order

Teaching Assistants: Up to three (3) can be entered. Names can be entered with/without email addresses. (Optional)

TA1 Name: \_\_\_\_\_ Email: \_\_\_\_\_

TA2 Name: \_\_\_\_\_ Email: \_\_\_\_\_

TA3 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Information: 4 lines of 22 characters each can be displayed. (e.g. office hours)

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