

WCU Request form for administrative access to the Course Management System

(This form goes to the Director of the Coulter Faculty Commons)

I, _____ request access to the online or e-learning enabled course section _____ for administrative review.
(Term and Course)

Choose A or B.

A. Prior Notice Given to Instructor:

Prior written notice to the instructor of record was given on _____(MM/DD/YY.)

Please sign below and attached a copy of the written notice to this form.

Administrative Signature: _____ Date: _____

Director of the Coulter Faculty Center: _____ Date: _____

B. No Prior Notice Given to Instructor:

No prior notice is given to the instructor of record. Access will be granted immediately after approval by at least two of the following individuals: program director, department head, dean or provost.

Signature: _____ Position _____ Date: _____

Signature: _____ Position _____ Date: _____