## ILT Activity Request Form — *Additional Offerings Request* UC Learning Center LMS

*Use this form to add new offerings of existing instructor-led activities in the UC Learning Center. Allow* ***3 business days*** *for processing.*

Email completed form to: [*UCRLearning@ucr.edu*](mailto:UCRLearning@ucr.edu?subject=Activity%20Request%20—%20)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Requestor Name: | Name | | **Dept:** | Dept. | | |
| Activity Title: | Activity Title | | | | **ILT Course Activity Code:** | RI-Code |
| Logistics | | *If additional space is needed, please feel free to use either Excel, Word, or a second additional offerings form.* | | | | |

| Are These Individual Offerings or Sessions? | | | |
| --- | --- | --- | --- |
|  | **Individual offerings**, learners must **attend** **one** to complete the course. |  | **Required sessions**, learners must **attend** **all** to complete the course. |

| Date | Start Time | End Time | Instructor(s) *Responsible for roster/sign-in sheet* | Max Capacity | Location |
| --- | --- | --- | --- | --- | --- |
| Date | 00:00AM | 00:00PM | Instructor(s) | Cap | Location |
| Date | 00:00AM | 00:00PM | Instructor(s) | Cap | Location |
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| OFFERING PROPERTIES *(Optional)* | | | |
| --- | --- | --- | --- |
| Is there a registration deadline?  If yes, when *(e.g., 7 days prior)*? | Registration Deadline | **Is there a MINIMUM Capacity?**  If registration falls below the cap. instructors will receive notices prior to the start date. *No action is taken unless* ***requested****.* | If yes, what is the minimum cap? Minimum Cap |
| Is there a cancellation deadline? If yes, when *(e.g., 1 day before)*? | Cancellation Deadline |
| **Should registration be restricted?** If yes, provide payroll-based criteria | Registration Restriction | **Besides instructors, list anyone who needs access to the rosters** | Add’l Roster Access |

## ADDITIONAL INFORMATION

| Special Instructions: Use this space to communicate activity properties, logistics, or special requests not captured elsewhere on this form |
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| Additional Information or Special Instructions |

**ROSTER RECONCILIATION**: **Completed sign-in sheets must be submitted** to [UCRLearning@ucr.edu](mailto:UCRLearning@ucr.edu) for each session/offering in order for learner attendance to be reflected in the UCLC. If a roster is not received, **any outstanding registrations may be canceled**. See the [Instructor Guide](https://ucrlearning.ucr.edu/instructor-guide) for details on sign-in sheets.