

HFHS University Adding a Class Form

The following information is required to add a class to the University:

REQUESTOR

Name _____

Title _____

Department _____

Phone Number (_____) _____

Email Address _____

CLASS TO BE ADDED

Class Title _____

Description _____

Objective _____

Target Audience (i.e. who should be signing up for the class) _____

DATE	TIME	LOCATION

Instructor Name _____

Minimum & Maximum Number of Attendees _____

Notes for Employees to View During Registration _____

Requestor's Signature _____

Date ____/____/____

**Please complete this form in its entirety and fax it to Lamy Gorgees at 313-874-9547.
Upon receipt, you will be contacted within 3 to 5 business days with an estimated completion date.**