

LEGAL STUDIES DeCal Course Application Form

Application Deadline: April 1 for Fall semester, November 1 for Spring semester.

This departmental form is just one part of your application.
Be sure you follow the instructions here: <http://www.decal.org/start-a-course/#das>

- 1) Attach your 14-week syllabus, Course Proposal Form, Faculty Sponsor's Letter of Support (question #5), and Worksheet to Calculate Workload and Resultant Unit Value to this form.
- 2) Once you have all documents completed and signed by all facilitators and your faculty supervisor, please bring all documents to the Legal Studies Scheduler.
- 3) We will obtain the Legal Studies Department Chair signature on your Proposal Form, we will submit the finalized packet to the Academic Senate for approval, schedule a room for your DeCal, and send enrollment codes to you.
- 4) Remember that you are responsible for making sure your DeCal course to be listed online. Keep copies of your forms for your own records. Check DeCal website for specific instructions. <https://decal.berkeley.edu/>

Today's Date _____

Name of Course Facilitator (student) _____

Facilitator email address _____

Faculty Supervisor _____

Title of Course _____

How many seats would you like for your class? LS 198 total seats _____

Please list two different choices for your class meeting Day and Time:

(Please use time chart on next page for allowable requests.)

1) _____

2) _____

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(FOR LEGAL STUDIES DEPT USE)

Class numbers _____ Room assigned _____

STANDARD TIME BLOCKS

Day(s):	Any Day(s)	Tu/Th Only	Any Day(s)	Any Day(s)	Tu/Th Only	Any Day(s)
Consecutive Hours:	1 hr	1.5 hrs	1.5 hrs	2 hrs	3 hrs	3 hrs
	8–9 a.m.	8–9:30 a.m.		8–10 a.m.		
	9–10 a.m.			9–11 a.m.		
	10–11 a.m.	9:30–11 a.m.		10 a.m.–12 p.m.		
	11 a.m.–12 p.m.	11 a.m.–12:30 p.m.		11 a.m.–1 p.m.		
	12 p.m.–1 p.m.			12–2 p.m.		
	1–2 p.m.	12:30–2 p.m.		1–3 p.m.		
	2–3 p.m.	2–3:30 p.m.		2–4 p.m.		2–5 p.m.
	3–4 p.m.			3–5 p.m.		3–6 p.m.
		3:30–5 p.m.			3:30–6:30 p.m.	
	4–5 p.m.			4–6 p.m.		4–7 p.m.
	5–6 p.m.		5–6:30 p.m.	5–7 p.m.		5–8 p.m.
	6–7 p.m.			6–8 p.m.		6–9 p.m.
			6:30–8 p.m.	6:30–8:30 p.m.		6:30–9:30 p.m.
	7–8 p.m.			7–9 p.m.		7–10 p.m.
	8–9 p.m.		8–9:30 p.m.	8–10 p.m.		
	9–10 p.m.					