



# City University Training Catalog & Lawson Training Portal Course and Session Addition Request Form

**Requesting Department:** \_\_\_\_\_

**Training Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Interoffice Mail Address:** \_\_\_\_\_

**Course Description:** \_\_\_\_\_  
\_\_\_\_\_

**Course Title** (30 characters maximum, including spaces): \_\_\_\_\_

**Type of Training** (Check one): Career Development\_\_ Communication\_\_ Customer Service\_\_  
Computer Training\_\_ Financial Management\_\_ General Development\_\_ Payroll & Records\_\_  
Supervisory Development\_\_ Safety Training\_\_ Workplace Skills\_\_ Other\_\_\_\_\_

**Target Audience:** \_\_\_\_\_ **Is this a required course for the target audience?** Yes\_\_ No\_\_

**Course Length:** Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

**How often will the course be offered?** Please check the frequency that applies for this course.  
Once\_\_ Annually\_\_ Bi-annually\_\_ Quarterly\_\_ Continuous\_\_ please explain\_\_\_\_\_

**What are the scheduled dates and times for the current fiscal year for this course and all its sessions?** \_\_\_\_\_

**What is the minimum and maximum enrollment for this course:** \_\_\_\_\_ to \_\_\_\_\_?

**Is there a prerequisite for this course?** Yes\_\_ No\_\_

**Is yes, please list the course title(s):** \_\_\_\_\_

**Preferred location for where this course will be conducted:** \_\_\_\_\_

**Is this an existing course listed in Lawson?**

**Yes\_\_ if yes, what is the title \_\_\_\_\_ and course code: \_\_\_\_\_**

**No\_\_**

**Unknown\_\_**

**Please return form to:**

City University – ECO Park  
Attention: Denise Thomas, Learning Management System Analyst, Training Coordination  
5215 Simpson Stuart Road, Room 130  
Dallas, TX 75241

Phone: (214) 671-1319 Fax: (214) 375-1868

Email: cityuniversity@dallascityhall.com