

## • USD iTunes U College Control Sample Form

(Goes to Department SPC and iTeam rep. iTeam creates album art if public)

**Form accessed from link on web site:** [I don't Have a Course Yet, but Want One](#)

### Requestor Information:

First Name:

Last Name:

Phone:

email:

***Instructors may have audio, video or pdf files uploaded that they, or the department have created or those for which they have documented permission to use and/or meet the copyright requirements.***

### Course Information: (Repeats for up to 4 courses on single form)

College:

Department:

Course Name:

Course Number:

Section:

This Course is:

USD Only

Public to All

By selecting Public, I acknowledge have read my departmental policies for iTunes and

I understand:

- my department will approve each file prior to uploading
- brief intro/conclusion identifying the University will be attached to audio/video files

and I agree to this

Course Description: ([What's This?](#))

Request with file to upload at this time

Request Course and I Have Files Ready To Go Now (goes to file upload form)