

## SCHEDULE CHANGE REQUEST

COLLEGE \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_

SEMESTER / YEAR / PART OF TERM \_\_\_\_\_  
DATE OF REQUEST \_\_\_\_\_

CHECK REQUESTED ACTION:

**Cancel Section** Course / No. / Section (CRN) \_\_\_\_\_ Enrolled \_\_\_\_\_  
Course / No. / Section (CRN) \_\_\_\_\_ Enrolled \_\_\_\_\_  
Course / No. / Section (CRN) \_\_\_\_\_ Enrolled \_\_\_\_\_

**Change Building & Room from** \_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_  
\_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_  
\_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_

**Change Number of Seats from** \_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_ Wait List \_\_\_\_\_  
*(add Wait List to section)* \_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_ Wait List \_\_\_\_\_  
\_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_ Wait List \_\_\_\_\_

**Change Instructor** \_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_  
**from** *(must include* \_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_  
*N number)* \_\_\_\_\_ To \_\_\_\_\_ Course / No. / Section (CRN) \_\_\_\_\_

**Create Section** *(Complete entire section below to create a class.)* Are adjunct/overload funds needed for class to create?  Yes  No

| Course | No. | Section | Schedule Type | Cr. | Day/Time <i>(military time)</i> | Bldg | Room | Instructor/N Number<br><i>(must include N number)</i> | #Seats | #Wait List | Override<br><i>(Room, Instructor, Both)</i> | OER/AER/NTR |
|--------|-----|---------|---------------|-----|---------------------------------|------|------|---|--------|------------|---|-------------|
|        |     |         |               |     |                                 |      |      |   |        |            |   |             |
|        |     |         |               |     |                                 |      |      |   |        |            |   |             |
|        |     |         |               |     |                                 |      |      |   |        |            |   |             |

Special Instructions (Department Approval, Topics course title, Major restriction, etc.) \_\_\_\_\_

\*Justify all changes on this request \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Department Head in which course is offered (Date)

APPROVED: \_\_\_\_\_  
Dean of College in which course is offered (Date)