

CLASS SCHEDULE UPDATE (Steps 1-4)

Date	
INIT	
ENR	
<i>For Office Use Only</i>	

Instructions:

COMPLETE ALL INFORMATION ABOVE DOUBLE LINE

To ADD or CANCEL: Mark ADD OR CANCEL below double line.

Complete appropriate portions of sections 1-5.

To CHANGE: Mark CHANGE below double line.

Enter changed information in sections 1-5.

Date _____ School/Program _____ College _____ Approved By _____

Prefix _____ Course # _____ Section # _____ CRN _____ Term* _____ Year _____
*30 = Spring 40 = Summer 50 = Fall 10 = Interim

FUNCTION: Add _____ Cancel _____ Change _____ CRN _____
(Students will be dropped)

1. Course Information: Prefix _____ Course # _____ Section # _____ Title _____

2. Course Type: Lecture _____ Lab _____ Credits _____ Home _____ Visitor _____
(graded) (nongraded)

Delivery Code: Technology Enhanced/Blackboard _____ Online _____ Traditional _____

3. Course Time: Time _____ Day(s) _____ Course Dates _____
(start-end) (start-end)

Alternate Time _____ Alternate Days _____ Enrollment _____

Alternate Time _____ Alternate Days _____

4. Location Information:

Building _____ Room _____

Building* _____ Room _____

*For courses requiring more than one room. Please provide specific information in course notes below.

FTE ATTACHED or reduced rate (circle one) Yes No

5. Instructor Information:

Primary Instructor

Instructor's Name _____ Instructor's Bear # _____

Instructor's Name _____ Instructor's Bear # _____

Course notes: _____

Justification for change: _____

Impact on students: _____

PROGRAMS ARE RESPONSIBLE FOR NOTIFYING STUDENTS ENROLLED OF CHANGES OR CANCELLATIONS.