

# Extended Studies Class Schedule Update

Date Processed _____
Notification: _____
By _____
<i>For ES 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.

Date \_\_\_\_\_ School \_\_\_\_\_ College \_\_\_\_\_

Approved By \_\_\_\_\_ (College Dean) \_\_\_\_\_ (School Director)

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

Program: \_\_\_\_\_ Cohort \_\_\_\_\_

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**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/Dates: \_\_\_\_\_ (start-end)

Time \_\_\_\_\_ Day(s) \_\_\_\_\_ Course Dates \_\_\_\_\_

Time \_\_\_\_\_ Day(s) \_\_\_\_\_ Course Dates \_\_\_\_\_

Time \_\_\_\_\_ Day(s) \_\_\_\_\_ Course Dates \_\_\_\_\_

Time \_\_\_\_\_ Day(s) \_\_\_\_\_ Course Dates \_\_\_\_\_

Time \_\_\_\_\_ Day(s) \_\_\_\_\_ Course Dates \_\_\_\_\_

4 Site Information: \_\_\_\_\_

5. Instructor Information:

Instructor's Name \_\_\_\_\_ Instructor's Bear # \_\_\_\_\_

Instructor's Name \_\_\_\_\_ Instructor's Bear # \_\_\_\_\_

Course notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for change: \_\_\_\_\_

Impact on students: \_\_\_\_\_