How to Submit a Course Schedule Update Form

Changes to courses for future terms can be communicated directly to the academic scheduler for the college **until that term's course schedule has been published**. (Summer and Fall schedules are published in February, Winter Interim and Spring are published in September)

After that point, **major changes** to courses are submitted via the Course Schedule Update form in OnBase. **Major changes** include course cancellations, new section additions, and changes to previously scheduled courses such as course modality, times/days, start and/or end dates.

*Minor changes such as updates to a room, instructor, capacity, waitlist, and comments do not require an OnBase form submission and can be communicated directly to schedulers.

STEP 1: Department Chair/Director initiates the Course Schedule Update Form. Once completed as instructed below, select the college Dean and Submit to move the form on for approval.

The link to the form can be found on the Registrar's website or in OnBase client under forms. There are three Function choices:

Course Schedule Update

College *

Semester *

Function *

Year *

Add New Section

Cancel Section

Make a Section Change

STUDENTS OF ALL CHANGES AND CANCELLATIONS

a. **Add New Section** – Complete the required course information in the red areas, along with any additional information about the course that the college scheduler will need to know to schedule the course accurately.

College *
Term *

Function *
Add New Section

PROGRAMS ARE RESPONSIBLE FOR NOTIFYING STUDENTS OF ALL CHANGES AND CANCELLATIONS

Course Information

Title *

CRN
Prefix *
Number *

Section
Campus *
Credit Hours *

Capacity *
Waitlist *
Special Approval *

Course Type *
Gradable *
Instructional Method *

Cross Listed *
Extended Campus Program/Cohort

Course Linked *

New CRN (If Needed)

Course comments to appear on schedule (250 Character Limit)

Please list the full class start and end dates below, including all online and face to face dates. Use the lines below to enter specific meeting dates, times, and days. In the Start/End times please enter ONLINE/ARR if applicable.

Start Date *
End Date *

Course Meeting and Location Information

Course Start Time *
Course End Time *
☐ M ☐ T ☐ W ☐ R ☐ F ☐ Sat ☐ Sun

Course Start Date *
Course End Date *

Course Meeting Location *

Instructor Information

Bear ID
Name
Primary Indicator

Justification/Impact

Notes (250 Character Limit)

Justification/Impact on Students (250 Character Limit)

Required Approvals

Dean Name *

b. **Cancel Section** – for sections that are to be cancelled and are not being rescheduled. Enter course information and the reason for the cancellation.

College *
[   ] ▼

Semester *
[   ] ▼

Function *
[Cancel Section   ] ▼

Year *
[   ] ▼

PROGRAMS ARE RESPONSIBLE FOR NOTIFYING STUDENTS OF ALL CHANGES AND CANCELLATIONS

Course Information

Title *
[   ]

CRN *
[   ]

Prefix *
[   ]

Number *
[   ]

Course comments to appear on schedule (250 Character Limit)
[   ]

Justification/Impact

Notes (250 Character Limit)
[   ]

Justification/Impact on Students (250 Character Limit)
[   ]

Required Approvals

Dean Name *
[   ] ▼

Submit

c. **Make a Section Change** – this option is for any of the major changes to an existing course that are mentioned above. Add the CRN of the course that needs to be updated and complete the rest of the form with all pertinent details of what is changing and enter notes/justifications for the change. If registration has opened and students are registered for the course, these major changes will require a new section to be created and the students will be moved to the new section. (The academic scheduler will enter the new CRN once created)

College *

Semester *

Function *

Make a Section Change

Year *

PROGRAMS ARE RESPONSIBLE FOR NOTIFYING STUDENTS OF ALL CHANGES AND CANCELLATIONS

Course Information

Title *

CRN *

Prefix *

Number *

Section

Campus

Credit Hours

Capacity

Waitlist

Special Approval

Course Type

Gradable

Instructional Method

Cross Listed

Extended Campus Program/Cohort

Course Linked

New CRN (If Needed)

Course comments to appear on schedule (250 Character Limit)

Please list the full class start and end dates below, including all online and face to face dates. Use the lines below to enter specific meeting dates, times, and days. In the Start/End times please enter ONLINE/ARR if applicable.

Start Date

End Date

Course Meeting and Location Information   Add

Course Start Time   **Course End Time**   ☐ M   ☐ T   ☐ W   ☐ R   ☐ F   ☐ Sat   ☐ Sun

Course Start Date   **Course End Date**   Remove

Course Meeting Location *

Instructor Information   Add

Bear ID   **Name**   **Primary Indicator**   Remove

Justification/Impact

Notes (250 Character Limit)

Justification/Impact on Students (250 Character Limit)

Required Approvals

Dean Name *

Submit

STEP 2: College Dean reviews the form and either denies or approves the change. If approved, the Dean can make any necessary changes or notes on the form, select Save, and then will select their college to move the form on to their academic scheduler.

STEP 3: College Scheduler Reviews form, makes requested changes, and forwards to Registrar's Office if necessary.

a. For **Course Additions**, the scheduler will create the course as requested, indicate the new CRN number on the form and any additional notes if needed. When complete, the scheduler will choose "Course Scheduler Review Complete" at the top and the form will be saved in OnBase.

b. For **Course Changes**:
   i. If registration has not opened for the term the course is scheduled for, change requests can be made to the section, noted on the form, and the scheduler will choose "Course Scheduler Review Complete" to save the form to history.
   ii. If registration for the term has started and there are students registered in the course, a new section will need to be created for any major changes that are requested. Schedulers will create the new section with the updated changes requested on the form and note the CRN and any other information necessary on the OnBase form. Once complete, the scheduler will choose "Send to Registrar for Review" at the top so the form will move to the Registrar's Office for changes. Programs are responsible for notifying students of all changes.
   iii. The Registrar's Office will move registered students into the new section and cancel the original section of the course. Notification will be sent to the academic scheduler if there are any students that could not be moved because of time conflicts. (Those students will be dropped) A copy of the roster will be uploaded as an attachment to the OnBase form for documentation.

c. For **Course Cancellations**:
   i. If registration has not opened for the term the course is scheduled for, the scheduler can make the necessary changes to remove capacities, rooms, and instructor for the course and set the course status to cancelled. The scheduler can make notes on the form and will choose "Course Scheduler Review Complete" to save the form to history.
   ii. If registration for the term has started and there are students registered in the course, the scheduler can make the same changes as above except for changing the course status, make any necessary notes on the form, and then select "Send to Registrar for Review" so the form will move to the Registrar's Office for changes. Programs are responsible for notifying students of all cancellations.
   iii. Once received, the Registrar's Office will drop any students registered for the course and set the course status to cancelled. A copy of the roster will be uploaded as an attachment to the OnBase form for documentation.