

COURSE SCHEDULE CHANGE REQUEST

DEPARTMENT NAME _____

YEAR: 2____ FALL _____ SUMMER: _____ CORRESPONDENCE _____
 SPRING _____ 1____ 2____ 3____ 4____

ADD _____ DELETE _____ CHANGE _____ CRN _____	ADD _____ DELETE _____ CHANGE _____ CRN _____	ADD _____ DELETE _____ CHANGE _____ CRN _____
COURSE #: _____ - _____ - _____	COURSE #: _____ - _____ - _____	COURSE #: _____ - _____ - _____
COURSE TITLE: _____ (Maximum 24 characters)	COURSE TITLE: _____ (Maximum 24 characters)	COURSE TITLE: _____ (Maximum 24 characters)
INSTRUCTOR: _____	INSTRUCTOR: _____	INSTRUCTOR: _____
DAYS: _____	DAYS: _____	DAYS: _____
CLASS TIME: BEG _____ END _____	CLASS TIME: BEG _____ END _____	CLASS TIME: BEG _____ END _____
REQUESTED LOCATION: _____	REQUESTED LOCATION: _____	REQUESTED LOCATION: _____
ACTUAL LOCATION: _____	ACTUAL LOCATION: _____	ACTUAL LOCATION: _____
CREDIT HOURS: MIN _____ MAX _____	CREDIT HOURS: MIN _____ MAX _____	CREDIT HOURS: MIN _____ MAX _____
BILLING HOURS: MIN _____ MAX _____	BILLING HOURS: MIN _____ MAX _____	BILLING HOURS: MIN _____ MAX _____
SCHEDULE TYPE: LEC _____ DIS _____ LAB _____ COR _____ IND _____ INT _____ SEM _____ OTHER _____	SCHEDULE TYPE: LEC _____ DIS _____ LAB _____ COR _____ IND _____ INT _____ SEM _____ OTHER _____	SCHEDULE TYPE: LEC _____ DIS _____ LAB _____ COR _____ IND _____ INT _____ SEM _____ OTHER _____
GRADE MODE: NORMAL _____ NONGRADED _____ AUDIT _____ CREDIT BY EXAM _____ PASS/FAIL _____	GRADE MODE: NORMAL _____ NONGRADED _____ AUDIT _____ CREDIT BY EXAM _____ PASS/FAIL _____	GRADE MODE: NORMAL _____ NONGRADED _____ AUDIT _____ CREDIT BY EXAM _____ PASS/FAIL _____
MAX. ENROLLMENT: _____ FEES: \$ _____	MAX. ENROLLMENT: _____ FEES: \$ _____	MAX. ENROLLMENT: _____ FEES: \$ _____
VOICE RESPONSE: YES _____ NO _____	VOICE RESPONSE: YES _____ NO _____	VOICE RESPONSE: YES _____ NO _____
CROSS LISTED WITH#: _____ - _____ - _____	CROSS LISTED WITH#: _____ - _____ - _____	CROSS LISTED WITH#: _____ - _____ - _____
PRINT IN NEWSPAPER: YES _____ NO _____ (check one below) _____ IS THIS A PERMANENT CHANGE TO THE COURSE? _____ DOES THIS CHANGE THE COURSE FOR THE SEMESTER ONLY?	PRINT IN NEWSPAPER: YES _____ NO _____ (check one below) _____ IS THIS A PERMANENT CHANGE TO THE COURSE? _____ DOES THIS CHANGE THE COURSE FOR THE SEMESTER ONLY?	PRINT IN NEWSPAPER: YES _____ NO _____ (check one below) _____ IS THIS A PERMANENT CHANGE TO THE COURSE? _____ DOES THIS CHANGE THE COURSE FOR THE SEMESTER ONLY?

ORIGINATOR _____	DATE _____	CHAIRMAN _____	DATE _____	DEAN _____	DATE _____
ENTERED _____	DATE _____				