



# SCHEDULE CORRECTION

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

## ADD SECTION

CRN \_\_\_\_\_

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
COURSE	SECTION	TITLE	DEPT PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAMPUS (Main, WEB, PAD, HOP, etc.) or Racer Academy School (BAL, CAL, MSH)	SCHEDULE TYPE	PERMISSION	SESSION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CREDITS	ENROLLMENT	

	Meet Type Ex. CLAS, LAB, WEB	M	T	W	R	F	S	U	START TIME	END TIME	BUILDING	ROOM
Primary meeting time	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary meeting time or Lab time	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional meeting time or Lab time	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	M#	LAST	FIRST	MIDDLE	CATEGORY
Primary Instructor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary or Lab Instructor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

## CHANGE SECTION

*Shaded fields are required. Fields without changes should be blank.*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
CRN	COURSE	SECTION	TITLE	ENR								
		M	T	W	R	F	S	U	START TIME	END TIME	BUILDING	ROOM
Primary meeting time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary meeting time or Lab time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary meeting time or Lab time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Instructor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Secondary or Lab Instructor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							

Comments:

## DELETE SECTION

*Courses must have a 0 enrollment before they can be deleted.*

<input type="text"/>	<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>
CRN	COURSE	SECTION	

ROUTING from Dean's Office – Off-Campus/ITV Classes > Regional Academic Outreach > Academic Affairs | Main Campus/Web/RA Classes > Academic Affairs

Department Chair \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only – Completed \_\_\_\_\_ Called \_\_\_\_\_