REQUEST FOR TIME SCHEDULE CHANGE

Initiated by: ___________________________           Date: _________________________

Approval of School Dean: __________________          Date: _________________________

Check appropriate box:  □ Add  □ Change  □ Cancel

The Existing Time Schedule Now Reads:

Quarter/Year: ________________________________

Computer Reference Number (CRN): ___________  Subject Code: ___________  Course Number: ___________

Title: ______________________________________  Schedule Type: ___________  Approval Code: ___________

Maximum Enrollment: __________________________  Credits: ___________

Start Date: ___________  End Date: ___________  Days: ___________  Time: ___________  Bldg/Room: ___________

Primary Instructor: ___________________________  SSN: ___________

Secondary Instructor: ___________________________  SSN: ___________

Tuition/Fee Detail Code: ___________  Amount: ___________  Flat or Per Credit (Circle One)

Is the course cross listed? Yes  No  (Please Circle One)  If yes, list the course it is cross-listed to:

Computer Reference Number (CRN): ___________  Subject Code: ___________  Course Number: ___________

The New Proposed Time Schedule Should Read (indicate changes only):

Quarter/Year: ________________________________

Computer Reference Number (CRN): ___________  Subject Code: ___________  Course Number: ___________

Title: ______________________________________  Schedule Type: ___________  Approval Code: ___________

Maximum Enrollment: __________________________  Credits: ___________

Start Date: ___________  End Date: ___________  Days: ___________  Time: ___________

Bldg/Room Preference: ___________________________  Special Room Needs (ex. technology): ___________

Primary Instructor: ___________________________  SSN: ___________

Secondary Instructor: ___________________________  SSN: ___________

Tuition/Fee Detail Code: ___________  Amount: ___________  Flat or Per Credit (Circle One)

Is the course cross listed? Yes  No  (Please Circle One)  If yes, list the course it is cross-listed to:

Computer Reference Number (CRN): ___________  Subject Code: ___________  Course Number: ___________