

Schedule Change Form

Instructions

Once schedule building by the campus is completed for a term, all changes to the class schedule are entered by Academic Support. Changes for the Spring and Fall terms are requested using this form. Changes for the Summer term should be submitted on the *Summer Schedule Change Form*.

The Department Scheduling Coordinator should complete the form and submit it to their College Scheduling Coordinator for signature approval. The College Scheduling Coordinator then submits the signed form to Academic Support.

Filling out the form

- See the form for specific instructions.
- Requests for instructor and enrollment capacity changes **only** may be submitted via this form or emailed to Academic Support:
ES-Academic_Scheduling@notesmail.csulb.edu

Submitting the form

To submit your request, print the completed form, obtain the necessary approval, and submit to Academic Support in person, by mail or fax.

Mail: Academic Support, BH-123

Fax: x5-7003

Forms are normally processed within 24 hours. However, during extremely busy periods, changes which most directly impact students are processed first and other requested changes will be processed within 48 hours.