

# Enrollment Services/Academic Support

**Fall 20** \_\_\_\_\_

## Schedule Change Form

**Spring 20** \_\_\_\_\_

Use this form after online schedule building is complete.  
Forward all requests to Academic Support, BH-123; or fax number 57003.

Place an "X" to indicate whether you wish to change, cancel, or add a section. See reverse for directions.

Scheduling Request	Class Number	Subject/Number	Sect. No.	Instr. Mode	Units	Comp. Type	Beg./End Time	Days	Bldg./Room	Instructor Name	Class Status	Enroll Limit
					Fix/Var	Class Assoc. #			Class Note(s)	Campus I.D.		
Change <input type="checkbox"/>												
Cancel <input type="checkbox"/>												
Add <input type="checkbox"/>												

Office use Only: \_\_\_\_\_

Change <input type="checkbox"/>												
Cancel <input type="checkbox"/>												
Add <input type="checkbox"/>												

Office use Only: \_\_\_\_\_

Change <input type="checkbox"/>												
Cancel <input type="checkbox"/>												
Add <input type="checkbox"/>												

Office use Only: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

College Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Data Entry  Log

By: \_\_\_\_\_

Date: \_\_\_\_\_

# Schedule Change Form Instructions

Follow the instructions below to change, cancel, and/or add courses.  
If you have any questions, contact Academic Support at ext. 55556.

**Remember: Your College Scheduling Coordinator MUST sign the form! Forms submitted without this signature will not be processed.**

## Make Changes to a Course or Section:

•Once the Schedule of Classes is published, you may NOT change section times, and/or days. Instead you must CANCEL the section with incorrect days/times and ADD a new section with correct days/times.

### Instructor Changes

•Newly hired instructors must be added to the system database before they can be assigned to a class section. Forward a memo with the instructor name, campus I.D., and all subject areas instructor can teach to Academic Support.

Scheduling Request	Class Number	Subject/Number	Sect. No.	Instr. Mode	Units	Comp.Type	Beg./End Time	Days	Bldg./Room	Instructor Name	Class Status	Enroll Limit
					Fix/Var	Class Assoc. #			Class Note(s)	Campus I.D.		
Change <input type="checkbox"/>												
Cancel <input type="checkbox"/>												
Add <input type="checkbox"/>												

Print **current** information for the section you wish to update in the first set of lines.  
Print **new** information in the appropriate column, in the second set of lines.

## To Cancel a Course or Section:

Scheduling Request	Class Number	Subject/Number	Sect. No.	Instr. Mode	Units	Comp.Type	Beg./End Time	Days	Bldg./Room	Instructor Name	Class Status	Enroll Limit
					Fix/Var	Class Assoc. #			Class Note(s)	Campus I.D.		
Change <input type="checkbox"/>												
Cancel <input type="checkbox"/>												
Add <input type="checkbox"/>												

Print **current** information for the section you wish to cancel in the first set of lines.  
**Nothing else need to be done**

## To Add a Course or Section:

•When adding a class section, remember to include prerequisites and registration restrictions.

Scheduling Request	Class Number	Subject/Number	Sect. No.	Instr. Mode	Units	Comp.Type	Beg./End Time	Days	Bldg./Room	Instructor Name	Class Status	Enroll Limit
					Fix/Var	Class Assoc. #			Class Note(s)	Campus I.D.		
Change <input type="checkbox"/>												
Cancel <input type="checkbox"/>												
Add <input type="checkbox"/>												

Print information for the **new** section in the appropriate column.