



# TIMETABLE CHANGE FORM

Please fill out necessary section of form completely. Incomplete forms may be returned.

Changes are effective for one term/semester. Please notify the Bookstore if a textbook order required/affected.

Term/Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Session (if applicable): \_\_\_\_\_

Dept. \_\_\_\_\_ Course # \_\_\_\_\_ Tags (if applicable) \_\_\_\_\_ Section \_\_\_\_\_ Course Title \_\_\_\_\_

Is this course cross-listed?  No  Yes, cross-listed with: \_\_\_\_\_

- REQUEST CHANGE:**  Room  Day(s)  Time(s)  Date(s)  Additional meeting time/room  
 Instructor  Format  Prevent online self-registration  
 Show course on Express  Other: \_\_\_\_\_

Change From:	Change To:	Reason:

**ADD COURSE/SECTION:**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Session: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_ Start/End Times: \_\_\_\_\_ Exam time needed?  YES  NO

Instructor: \_\_\_\_\_ Location/Preferred Room: \_\_\_\_\_

Format:  Face-to-Face  Fully Online  Predominantly Online (80-99%)  Blended Online (50-79%)

Prevent online self-registration?  YES  NO Show course on Express?  YES  NO

Additional Needs/Notes: \_\_\_\_\_

**CANCEL COURSE/SECTION:** \_\_\_\_\_  
Reason \_\_\_\_\_

Form generated by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Department Chair or Dean of School (as appropriate) Date

\_\_\_\_\_  
Assistant Dean for Academic Operations Date

**FOR OFFICE USE ONLY**

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  D.A.C. – ARC: \_\_\_\_\_