

## REQUEST FOR SCHEDULE CHANGE

<b>DAY/TIME/ROOM CHANGES</b>				<b>CHANGE TO</b>	<b>QUARTER</b>	<b>YEAR</b>		
<u>NUMBER/SECTION</u>	<u>COURSE TITLE</u>	<u>CR HR</u>	<u>DAYS</u>	<u>TIME</u>	<u>ROOM</u>	<u>INSTRUCTOR</u>	<u>*</u>	<u>LB FEE</u>

**DELETE**

<u>COURSE NUMBER/SECTION</u>	<u>COURSE TITLE</u>	<u>COURSE NUMBER/SECTION</u>	<u>COURSE TITLE</u>

**ADD**

<u>COURSE NUMBER/SECTION</u>	<u>COURSE TITLE</u>	<u>CR HR</u>	<u>DAYS</u>	<u>TIME</u>	<u>ROOM</u>	<u>INSTRUCTOR</u>	<u>FEES</u>	<u>MAX ENR</u>

Requester	Date	Division Coordinator	Date	VP Academic Affairs	Date	Staffer	Date	IT Personnel	Date
								<b>Online only</b>	

\*Please initial signifying that an Adjunct was notified of changes effecting their course load