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| Quarter/Year  | Originator  | Department  | Date Submitted | SchedulerInitials/Date |
|  |  |  |  |  |
|  | **Item#** | **Dept/Div** | **CRS#** | **Course Title** | **Cr** | **Room** | **Days** | **Start**  | **End**  | **Instructor** | **Bin**  |
| **Type of Change** | \*Delete [ ] \*Cancel [ ]  |  |  |  |  | Change [ ]  | Change [ ]  | Time Change [ ]  | Instructor Change [ ]  | Change [ ]  |
| Current Class |  |  |  |  |  |  |  |  |  |  |  |
| Class Changes |  |  |  |  |  |  |  |  |  |  |  |
| Add a Class [ ]  |  |  |  |  |  |  |  |  |  |  |  |
| \*\*Footnote/Date changes: | Fee Codes: | Reason for change:  |
|  | **Item#** | **Dept/Div** | **CRS#** | **Course Title** | **Cr** | **Room** | **Days** | **Start**  | **End**  | **Instructor** | **Bin**  |
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| Class Changes |  |  |  |  |  |  |  |  |  |  |  |
| Add a Class [ ]  |  |  |  |  |  |  |  |  |  |  |  |
| Footnote/Dates: | Fee Codes: | Reason for change:  |

\*Delete a class only during Annual Schedule. Cancel a class can occur throughout the Academic Year

\*\*Provide any new Class Footnote information with your Change Request Form (may attach a separate sheet), including special meeting dates/times or special instructions.