|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quarter/Year | | Originator | | | | Department | | | Date Submitted | | Scheduler  Initials/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** |
| **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** |
| **Type of Change** | | \*Delete \*Cancel | |  |  |  | |  | Change | | Change | | Time Change | | Instructor Change | Change |
| Current Class | |  | |  |  |  | |  |  | |  | |  |  |  |  |
| 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.