|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quarter/Year | | | Originator | | | | Department | | | Date Submitted | | Input Initials/Date | | | | |
|  | | |  | | | |  | | |  | |  | | | | |
| **Type of Change** | | | **Item#** | | **Dept/Div** | **CRS#** | **Course Title** | | **Cr** | **Room** | | **Days** | | **Start** | **End** | **Instructor** | **Bin** |
| Add | | \*Delete |  | |  |  |  | |  |  | |  | |  |  |  |  |
| Modify | | \*Cancel |  | |  |  |  | |  |  | |  | |  |  |  |  |
| Start and End Dates: | | | | | Budget: | | Fee Codes: | | Reason for change: \*\* | | | | | | | | |
| **Type of Change** | | | **Item#** | | **Dept/Div** | **CRS#** | **Course Title** | | **Cr** | **Room** | | **Days** | | **Start** | **End** | **Instructor** | **Bin** |
| Add | | \*Delete |  | |  |  |  | |  |  | |  | |  |  |  |  |
| Modify | | \*Cancel |  | |  |  |  | |  |  | |  | |  |  |  |  |
| Start and End Dates: | | | | | Budget: | | Fee Codes: | | Reason for change: \*\* | | | | | | | | |
| **Type of Change** | | | **Item#** | | **Dept/Div** | **CRS#** | **Course Title** | | **Cr** | **Room** | | **Days** | | **Start** | **End** | **Instructor** | **Bin** |
| Add | | \*Delete |  | |  |  |  | |  |  | |  | |  |  |  |  |
| Modify | | \*Cancel |  | |  |  |  | |  |  | |  | |  |  |  |  |
| Start and End Dates: | | | | | Budget: | | Fee Codes: | | Reason for change: \*\* | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Change** | | **Item#** | **Dept/Div** | **CRS#** | **Course Title** | **Cr** | **Room** | **Days** | **Start** | **End** | **Instructor** | **Bin** |
| Add | \*Delete |  |  |  |  |  |  |  |  |  |  |  |
| Modify | \*Cancel |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start and End Dates: | | | Budget: | | Fee Codes: | Reason for change: | | | | | | |
| **Type of Change** | | **Item#** | **Dept/Div** | **CRS#** | **Course Title** | **Cr** | **Room** | **Days** | **Start** | **End** | **Instructor** | **Bin** |
| Add | \*Delete |  |  |  |  |  |  |  |  |  |  |  |
| Modify | \*Cancel |  |  |  |  |  |  |  |  |  |  |  |
| Start and End Dates: | | | Budget: | | Fee Codes: | Reason for change: \*\* | | | | | | |

\*You can delete a class until the schedule is posted in Kiosk, then you need to use Cancel. Deleting completely removes a class from the HP system, cancelling shows the class as cancelled on the Schedule in Kiosk immediately, and then comes off after the auto update. It remains in the HP System for a year.

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