

CHANGE SCHEDULE/SECTION STATUS
(To add a new section fill in bottom portion only)

CURRENT SECTION STATUS

Indicate: Day / Evening / Weekend
Use: M - T - W - R - F - S - U

S/A	Course	Reference#	Days	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Time	<input type="text"/>
			Room	<input type="text"/>

Course Title	_____	Rationale for Transaction Request:	_____
Budgeted IFTE	_____		_____
IFTE in Current Scheduling Booklet	_____		_____
IFTE of New Sections Added Prior to Today's Request	_____		_____
IFTE of Today's Request	_____		_____
Division Total	_____		_____

TRANSACTION (S) REQUESTED

(Check **ALL** Boxes that Apply)

<input type="checkbox"/>	Change Registration Maximum	<input type="checkbox"/>	Change Day(s)
<input type="checkbox"/>	Add-New Section (Fill-in bottom portion completely)	<input type="checkbox"/>	Change Time(s)
<input type="checkbox"/>	Cancel	<input type="checkbox"/>	Change Room
<input type="checkbox"/>	Other Describe: _____		
<input type="checkbox"/>	Section Comment _____		

(Fill in ALL that apply to new status)

NEW STATUS OF SECTION

Indicate: Day / Evening / Weekend

S/A	Course	Assigned Reference# For new section	Days	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Time	<input type="text"/>
			Room	<input type="text"/>
Course Title	_____	Session	<input type="text"/>	_____
Type	Requires	Registration Maximum	_____	_____
FEE	EQU	PROG RSTR	LINK TO COURSE #	_____

Approved by (Dean) _____

Date _____

Processed (Scheduling Office) _____

Date _____

(For Scheduling Office Only)

Terminal Entry

Distributed