

REGISTRAR'S CLASS SCHEDULE ADD/DELETE/CHANGE MAINTENANCE FORM

ACTION CODES	INSTRUCTIONAL METHOD	GRADE MODE
1. ADD COURSE NOT PREVIOUSLY SCHEDULED 2. OPEN ADDITIONAL SECTIONS OF COURSE PREFIX 3. CHANGE TIME AND/OR DAY SECTION MEETS 4. CHANGE LOCATION OF SECTION 5. CHANGE HOUR CREDIT 6. REQUEST TO CANCEL COURSE – PDF (Must complete linked form.) 7. CHANGE GRADE MODE (Available until registration opens.) 8. DEPARTMENT APPROVAL 9. CHANGE ATTRIBUTES 10. CHANGE SCH TYPE 11. ADD NOTES 12. CHANGE INST. METHOD (Available until registration opens.) 13. MAKE TAUGHT WITH 14. CHANGE PART OF TERM 15. ADD SPECIAL TITLE TO SECTION	2 INTERNET 3 VIDEO/BROADCAST 4 TWO WAY INTERACTIVE VIDEO 5 ELECTRONIC MEDIA D DISSERTATION I INDIVIDUAL INSTRUCTION M APPLIED MUSIC P PRACTICUM/INTERNSHIP R REGULAR/ORGANIZED S STUDENT TEACH T THESIS	A AUDIT C CREDIT/NON-CREDIT D DEVELOPMENTAL G STANDARD LETTER-GRADUATE I STANDARD LETTTER W IP – UNGRAD. U STANDARD LETTER – UNDERGRADUATE Z CONVERSION MODE ONLY P STANDARD LETTER W IP – GRAD.
		SPECIAL TITLE
		<i>Enter special title below in 30 characters or less:</i>

Special notes (SSATEXT) : _____

Changes to capacity and instructor for existing sections can be sent via e-mail to schedule@shsu.edu. No form is necessary.

Action Code(s)	CRN	Subj	Course No	SEC	Campus	Sch. Type	Inst. Method	Grade Mode	Dept Appv Y=yes N=no	Part of Term	Cr Hrs	Class Size	Days	Time 1300-1350	Bldg	Room	Inst. ID 000257786	Inst. Name D. Smith	Writing Enhance "W"	Honors "H"	ACE	Cross List (Taught with) FINC(4444) CRN(86391)	
3,4,11	83801	ACCT	2301	01	M	1	2			1	3	25	135	1350	CHSS	00301							

REQUIRED SIGNATURES FOR APPROVAL

Div/Dept Chair:	(All Action Codes)
Academic Dean:	(Action Codes 1 & 2)
Assoc. Vice President:	(Action Codes 1 & 2)

NOTES TO REGISTRAR STAFF

FOR REGISTRAR'S OFFICE USE ONLY
Processed By:
Date Processed: