

Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

Class Schedule Maintenance Form

Department:	Contact Email:	Date:
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Contact Name:	Contact Number:	Semester/Year:
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Action Code(s)	CRN	Subj	Course	Sec	Campus	Sch. Type	Inst. Method	Grade Mode	Dept Appr	Part of Term	Cr Hrs	Class Size	Days	Time	Bldg	Room	Inst ID	Inst Name	Writ. Enhan.	Hon.	ACE	100% Online	**Proposed Textbook ISBN #

****Proposed Textbook ISBN # only required for action codes 1, 2, and 11; if ISBN not available please provide Title, Author, Edition Number, and publication date in notes.**

Special Notes (SSATEXT):	Special Title (30 characters or less)

Required Signatures for Approval	Notes to Registrar Staff	For Registrar Staff Use only
<small>DIV/DEPT Chair: (All Action Codes)</small>		Processed by:
<small>Academic Dean: (All Action Codes 1&2)</small>	Notes from Registrar Staff	Processed Date:
<small>Assc. Vice President: (Action Codes 1&2)</small>		Sent to Bearkat Bundle?

Submit to schedule@shsu.edu for processing

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Action Code		Schedule Type				Instructional Method	
1	Add course not previously scheduled	1	Lecture	X8	Online Thesis	1	Face to Face
2	Open additional section of course previously scheduled	2	Lab	X9	Online Dissertation	2	Internet
3	Change schedule type	3	Practicum	XC	Online Clinical	6	Hybrid (Please choose option below)
4	Change instruction method *	4	Seminar	H0	Hybrid Individualized	Grade Mode	
5	Change grade mode*	5	Independent Study	H1	Hybrid Lecture	U	Undergraduate
6	Department approval	6	Private Lesson	H2	Hybrid Lab	G	Graduate
7	Change part of term*	8	Thesis	H3	Hybrid Practicum	I	Undergraduate with IP
8	Change hour credit	9	Dissertation	H4	Hybrid Seminar	P	Graduate with IP
9	Change time and/or day section meet	C	Clinical	H5	Hybrid Ind. Study	C	Credit /No Credit
10	Change location of section	X0	Online Individualized	H8	Hybrid Thesis	Y	Developmental Pass/Fail
11	Change instructor	X1	Online Lecture	H9	Hybrid Dissertation	Campus	
12	Make taught with (crosslist)	X2	Online Lab	HC	Hybrid Clinical	M	Main Campus
13	Change attributes	X3	Online Practicum			TWC	The Woodlands Center
14	Add Notes	X4	Online Seminar			COM	College of Medicine
15	Add special title	X5	Online Ind. Study			O	Out of Country/Off Campus
16	Add prerequisite to section	X6	Online Priv. Lesson				
		*- Only available until registration opens					

Subject	Course	Section	Instruction Method Options for Hybrid Courses	
			Split Week	Course meets in person Tuesdays, online on Thursdays.
			Split Week	Course meets in person Thursday, online on Tuesday.
			Split Week	Course meets in person on Mondays, online on Wednesdays.
			Split Week	Course meets in person on Wednesdays, online on Mondays.
			Split Semester	Course meets in person at the start of the semester and then online the second half of the term.
			Split Semester	Course meets remotely at the start of the semester and then in person the second half of the term.
			Night/Weekend	A hybrid course that meets once per week in person, with approximately half the contact hours conducted in an active online environment.
			7A/7B/Mini	A course that meets in a compressed timeframe, with half the coursework delivered online. A 7A course may meet MWF for an hour each day, with 3 additional hours of online work expected.
			Other	Please describe: