

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

ACTION CODES	SCHEDULE TYPE	GRADE MODE	CAMPUS
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 (Available until registration opens) 15. ADD SPECIAL TITLE TO SECTION 16. ADD PREREQUISITE TO SECTION	1 LECTURE X1 ONLINE LECTURE 2 LAB X2 ONLINE LAB 3 PRACTICUM 4 SEMINAR 5 INDEPENDENT STUDY 6 PRIVATE LESSON 8 THESIS 9 DISSERTATION C CLINICAL	C CREDIT/NON-CREDIT U STANDARD – UNDERGRAD G STANDARD – GRADUATE I STANDARD W IP – UNGRAD. P STANDARD W IP – GRAD. D DEVELOPMENTAL	M MAIN W WOODLANDS CENTER N NORTHWEST HOUSTON OC OFF-CAMPUS C OUT-OF-COUNTRY
		SPECIAL TITLE	
		<i>Enter special title below in 30 characters or less:</i>	
		INSTRUCTIONAL METHOD	
		1 FACE TO FACE 4 TWO-WAY ITV 2 INTERNET	

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

Special notes (SSATEXT) : _____

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	Bldg	Room	Inst. ID	Inst. Name	Writing Enhance "W"	Honors "H"	ACE	Waitlist	100 Percent Online Attribute	
3,4,11	83801	ACCT	2301	01	M	1	2			1	3	25	135	1300-1350	CHSS	00301	000257786	D. Smith						

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:	