



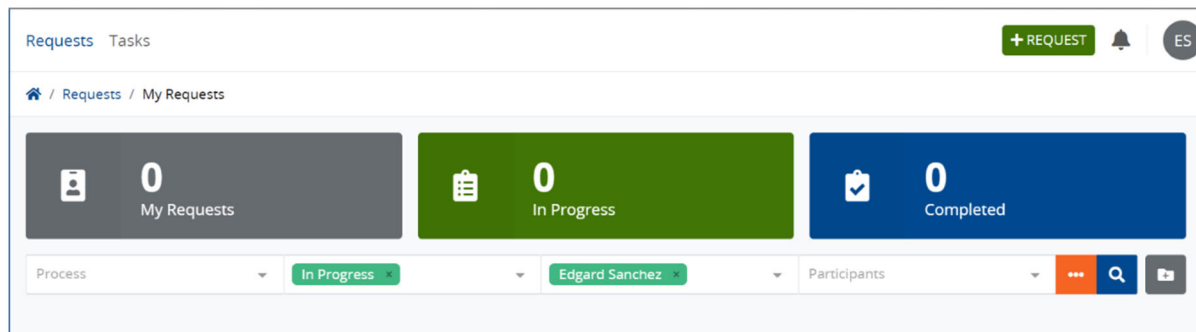
Sam Houston State University

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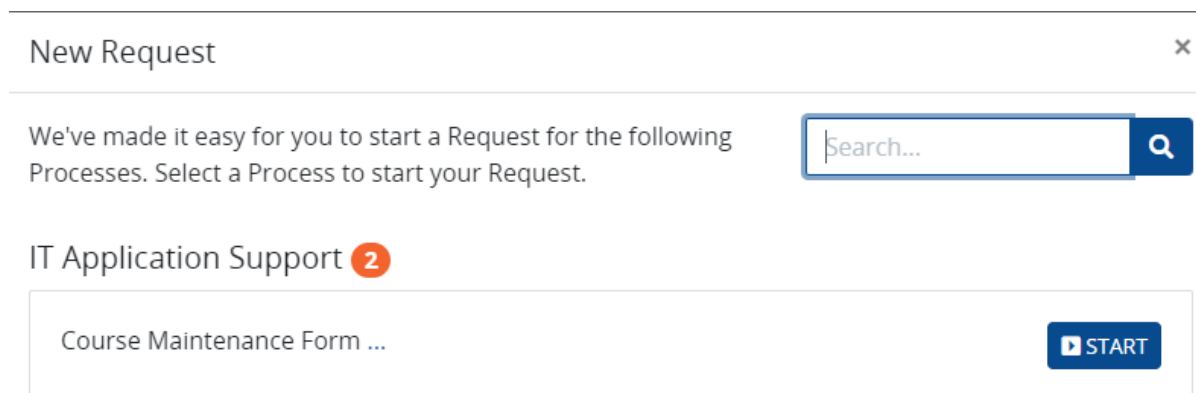
OFFICE OF THE REGISTRAR

How to Start a Request

To create a new request, click the REQUEST button in the top right corner. You will then be presented with a list of requests to choose from.



Select START next to “Course Maintenance Form” to generate a new request.



The new request will appear under your Tasks, select “Fill Course Schedule Maintenance Form.”



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Requests Tasks

Home / Requests / Course Maintenance Form #2883

Tasks Summary Completed File Manager Forms

#	TASK
#22509	Fill Course Schedule Maintenance Form

Your new Schedule Maintenance Form Request will open.

Your information will automatically fill. You will need to enter your Department and Term Code.

Course Schedule Maintenance Form

Department: <input type="text" value="Select..."/> <small>Field is required</small>	Contact Name: <input type="text" value="Deja Comeaux Long"/>	Date: <input type="text" value="2023-08-21"/>
Contact Email: <input type="text" value="dac043@shsu.edu"/>	Contact Number: <input type="text" value="(936) 294-2270"/>	Term Code: <input type="text" value=""/> <small>Field is required. Invalid value</small> <small>6-digit code. First 4 digits is the year. Last 2 digits is the semester. Spring = 20, Summer = 40, Fall = 80. For College of Medicine, the second to last digit will be an odd number for Fall or an even number for Spring. The last digit will be a 6.</small>

Once your department and term code are entered, an add button will appear. Select add to select an action to the request.



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Date:

2023-08-21

Term Code:

202420

6-digit code. First 4 digits is the year. Last 2 digits is the semester. Spring = 20, Summer = 40, Fall = 80. For College of Medicine, the second to last digit will be an odd number for Fall or an even number for Spring. The last digit will be a 6.

ADD

Select an action from the “Action Code” drop down and select “Confirm” to begin filling out the required information for the action.

Add ×

Action Code:

Select... ▼

Field is required

CANCEL OK

Once all actions have been added to the request, select “Submit” to submit the request for approval and processing .



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Course Schedule Maintenance Form

Department:

Contact Name:

Date:

Contact Email:

Term Code:

Contact Number:

6-digit code. First 4 digits is the year. Last 2 digits is the semester. Spring = 20, Summer = 40, Fall = 80. For College of Medicine, the second to last digit will be an odd number for Fall or an even number for Spring. The last digit will be a 6.

Change Requests

CRN	Action Code	Subject	Course	Section	Actions
25098	Change Section Capacity	ENGL	1301	01	