

# UNIVERSITY CENTER CLASS SCHEDULE ADD/DELETE/CHANGE FORM

ACTION CODES: Indicate proper code or codes for each entry

\*ACTION CODES 1 AND 2: Explain how each new course or section will be staffed

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|--|-----------------------------|
| 1. *Open additional section                    | 6. Cancel course or section |
| 2. *Add course <u>not previously</u> scheduled | 7. Change Instructor        |
| 3. Change time section meets                   | 8. Department Approval      |
| 4. Change location of section                  | 9. Make Multi-topic         |
| 5. Change hour credit                          | 10. Make Writing Enhanced   |

Department approvals and changes in class size or faculty assignments should be made by the department in the SECT02M (Department Section Maintenance) file while it is open. For action codes 1 & 2, fill in all fields. For Remaining codes, fill in fields 1-4 and field/fields to be changed.

+CRS Type: 1 - Lecture, 2 - Laboratory

\* If Time Code is unknown, fill in Days and Time

^Days: MO=1, TU=2, ETC, TUTH=24, MOWEFR=135

#Time: Use Military

ACT CDS	CID NUM	COURSE PREFIX/NUMBER	SECT NUM	+CRS TYPE	*TIME CODE	^DAYS	#TIME	BLDG ABRV	ROOM NUM	CLASS SIZE	OFF-CAMP ZIP CODE	LOC	HR CR	FACULTY SOC SEC #	FACULTY NAME	DEPT APPR	MULTI TOPIC	WRT ENH	TAUGHT WITH
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							
								OC	UCTR		00820	A							

INDICATE COURSES TO BE TAUGHT AS ITV:

<p><b>REQUIRED SIGNATURES FOR ROUTING/APPROVAL</b></p> <p>Div/Dept Chair: _____ (All Action Codes)</p> <p>Academic Dean: _____ (All Action Codes)</p> <p>Assoc. Vice President: _____ (All Action Codes)</p> <p>Registrar's Office: _____ (All Action Codes)</p> <p>Univ. Center Coordinator: _____ (All Action Codes)</p>	<p><b>FOR REGISTRAR'S OFFICE USE ONLY:</b></p> <p>Processed by: _____</p> <p>Date Processed: _____</p>
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