

Add a Class **Change a Class** **Cancel a Class**

Class Information

Subject Code
 Catalog Number
 Section
 Hours
 Session
 ISIS Class Number*

*Only use for existing classes that are being changed.

Class Name: _____

Current: Enrollment Cap
 Meeting Days
 Start Time
 End Time
 Current Room

Requested: Enrollment Cap
 Meeting Days
 Start Time
 End Time
 Lecture or Lab Space

Instructors:

Current Primary Instructor
 Instructor ID
 Access**
 Current Secondary Instructor
 Instructor ID
 Access**

Requested Primary Instructor
 Instructor ID
 Access**
 Requested Secondary Instructor
 Instructor ID
 Access**

**Access Codes: A = Approve Only G = Grade P = Post

Check if Class Has Any of the Following: Lecture Lab Lab-Lecture Combo Drill
(Only Necessary if Adding a Class)

Credit: UGRD GRAD Combined Cross Listed With: Subject Code Catalog Number

Unique Classroom Features Required:

Class Notes: (Posted to ISIS for Student viewing)

Justification:

Dept. Head Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Please use this form to make all changes to the schedule of classes. Once completed and signed, forward this form to the Bumpers College Dean's Office (AFLS E108). If you have any questions or require more information, please contact the Dean's Office at (479) 575-2252.

<u>Dean's Office Use Only</u>	
Processed By:	<input type="text"/>
Date:	<input type="text"/>

Received By:
 Date: