

Faculty Information

Instructor Name: _____ Email: _____

Faculty Information

Subject Area (3 Letter Code): _____ Catalog #: _____

Room Needed? : Yes ☐ No ☐ Enrollment Max Quantity: _____

From the Attached Standard Meeting Times:

Section Name (Letter): _____ Schedule (Time): _____

Requested Changes for Existing Classes
Current Class Information

Subject Area (3 Letter Code): _____

Catalog #: _____

Enrollment Max Quantity: _____

From the Attached Standard Meeting Times:

Section Name (Letter): _____

Schedule (Time): _____

Areas to Change

Subject Area (3 Letter Code): _____

Catalog #: _____

Enrollment Max Quantity: _____

From the Attached Standard Meeting Times:

Section Name (Letter): _____

Schedule (Time): _____

Please note: Once registration begins, no further changes to class submissions will be permitted.

Justification for Change

Department Chair X _____ Date: _____

Associate Dean X _____ Date: _____

Spring/Fall Standard Meeting Times

Three-Day a Week: Mon, Wed & Fri		One-Day a Week: Mon or Wed or Fri		Two-Day a Week: Tue & Thu		One-Day a Week: Tue or Thur	
50-Minute Class		165-Minute: number based on day of the week followed by the letter of the start time. Mon: 1,2,3 Wed: 4,5,6 Fri: 7,8,9 (Example: 1A, 3D, etc.)		75-Minute Class		165-Minute: number based on day of the week followed by the letter of the start time. Tue: 1,2,3,4 Thu: 5, 6,7,8 (Example: 1N, 5P)	
A	8:00 a.m. - 8:50 a.m.	#A	8:00 a.m. - 10:45 a.m.	N	8:00 a.m. - 9:15 a.m.	#N	8:00 a.m. - 10:45 a.m.
B	9:05 a.m. - 9:55 a.m.			O	9:30 a.m. - 10:45 a.m.		
C	10:10 a.m. - 11:00 a.m.			P	11:00 a.m. - 12:15 p.m.	#P	11:00 a.m. - 1:45 p.m.
D	11:15 a.m. - 12:05 p.m.	#D	11:15 a.m. - 2:00 p.m.	Q	12:30 p.m. - 1:45 p.m.		
E	12:20 p.m. - 1:10 p.m.			R	2:00 p.m. - 3:15 p.m.	#R	2:00 p.m. - 4:45 p.m.
F	1:25 p.m. - 2:15 p.m.			S	3:30 p.m. - 4:45 p.m.		
G	2:30 p.m. - 3:20 p.m.	#G	2:30 p.m. - 5:15 p.m.	T	5:05 p.m. - 6:20 p.m.	#T	5:05 p.m. - 7:50 p.m.
H	3:35 p.m. - 4:25 p.m.			U	6:35 p.m. - 7:50 p.m.	#U	6:35 p.m. - 9:20 p.m.
		#J	5:05 p.m. - 7:50 p.m.	V	8:05 p.m. - 9:20 p.m.		
		#K	6:35 p.m. - 9:20 p.m.				

Note: Nonstandard times need appropriate justification