

# SCHEDULE CHANGE REQUEST FORM

<b>SEMESTER:</b> YEAR: _____ FALL TERM A TERM B JANUARY INTERSESSION SPRING TERM A TERM B MAY INTERSESSION SUMMER 1 SUMMER 2 AUGUST INTERSESSION ADULT & CONTINUING EDUCATION	<b>CAMPUS:</b> NEW YORK MIDTOWN PLEASANTVILLE BRIARCLIFF GRADUATE CENTER OFF CAMPUS _____ ONLINE (WWW) ASYNCHRONOUS SYNCHRONOUS* *PLEASE PROVIDE DAY AND TIME WEB-ASSISTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>LEVEL:</b> UNDERGRADUATE GRADUATE DOCTORATE NON-TRADITIONAL ADULT & CONTINUING EDU ENGLISH LANGUAGE INSTITUTE NACTEL DO NOT DISPLAY ONLINE TUITION WAIVER
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## TYPE OF CHANGE

<b>ADD:</b> NEW SECTION NEW LAB RE-OPEN SECTION CROSS-LIST SECTION: _____ CO-REQUISITE: _____ PRE-REQUISITE: _____ APPROVAL: _____ RESTRICTION: _____	<b>CHANGE:</b> CAMPUS FROM: _____ TO: _____ CLASS LIMIT FROM: _____ TO: _____ DAY FROM: _____ TO: _____ FEE* FROM: _____ TO: _____ TIME FROM: _____ TO: _____ *SECTION LEVEL FEE CHANGES ONLY APPLY TO NON-TRADITIONAL SECTIONS <b>STATUS:</b> CANCEL / ENROLLMENT: _____	<b>ATTRIBUTES:</b> AOK _____ HONORS IPACE LEARNING COMMUNITY NACTEL TRAVEL SECTION WRITING ENHANCED <b>COMMENTS:</b> _____ _____
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SUBJECT	COURSE NUMBER	CRN	DAY	MEETING TIME	CREDIT(S)	CAPACITY	FACULTY
ACC	203	99999	MW	10:05AM – 12:05PM	3	25	SMITH, R

SECTION START DATE: \_\_\_\_\_ SECTION END DATE: \_\_\_\_\_ NUMBER OF WEEKS: \_\_\_\_\_

CHAIRPERSON'S SIGNATURE/DATE: \_\_\_\_\_

DEAN'S SIGNATURE / DATE: \_\_\_\_\_

## OFFICE USE ONLY

PENDING                      TICKET NUMBE                      PROCESSED

COMMENTS: \_\_\_\_\_

SCHEDULER'S SIGNATURE / DATE: \_\_\_\_\_

SCANNED: \_\_\_\_\_

INDEXED: \_\_\_\_\_