UK

TERM	YEAR

REQUEST FOR SCHEDULE CHANGE "Pink Sheet"

Senate Rule 8.1.0: "Any variation from the printed schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the chairman of the department concerned. The dean shall report the change to the Registrar."
Note: Before submitting this form, you must check with the Registrar's Office for room availability.

REGISTRAR'S OFFICE USE

Entered in SAP: _____ (Initials) _____ (Date)

Room Scheduling: _____ (Initials) _____ (Date)

FOR COURSE CHANGES

PREFIX	COURSE #	SECTION #	EVENT PACKAGE ID #	COURSE TITLE (And Subtitle, if required)	FROM					TO				
					CREDITS	DAYS	HOUR	BUILDING	ROOM	CREDITS	DAYS	HOUR	BUILDING	ROOM

FOR COURSES TO BE ADDED

PREFIX	COURSE #	SECTION #	BUSINESS EVENT TYPE (LEC, LAB, REC)	COURSE TITLE (And Subtitle, if required)	CREDITS	DAYS	HOUR	BUILDING	ROOM	CAPACITY	WAITLIST %	INSTRUCTOR First, Middle, & Last Name	LOCATION

FOR COURSES TO BE CANCELED

PREFIX	COURSE #	SECTION #	COURSE TITLE (And Subtitle, if required)	CREDITS	DAYS	HOUR	BUILDING	ROOM

SIGNATURES

Recommended By:

_____
Chairman of Department

_____ Date

Approved By:

_____
Dean of College

_____ Date

COMMENTS/NOTES

CLEAR FORM

Revised: 12/21/2007