

CHANGE OF SCHEDULE REQUEST FORM

**Highlighted fields are required.*

Name of Person Completing Form

Email

Date

College

School

Director Signature

Date

Dean Signature

Date

Term (for all classes on this page)

Send completed forms to registrar@usm.edu (H sections) or gcschedule@usm.edu (G sections).

CLASS 1: Subject Area Catalog Nbr Section Type of change requested
 Class Nbr Session Session Start Date Session End Date
 Campus Location Instruction Mode
 Class Topic Attributes Free Format Topic
 Facility ID (Room or Arranged, Chat, Online) Print Topic on Transcript
 Meeting Pattern Mtg Start & End Times Meeting Start Date Meeting End Date
 Instructor ID Instructor Name Enrollment Capacity Wait List Capacity
 Add Consent Drop Consent Auto Enroll from Wait List

Reserve Cap? Requirement Group Reserve Cap Start Date Reserve Cap Enrl
 Will seats be released to students outside of the requirement group?
 Reserve Cap Release Date Reserve Cap Release Enrl

REGISTRAR'S USE ONLY Completed by _____
 Date _____

IVN? Originating Site Receiving Site

Combined Sections? Do changes apply to all combined classes?

Class Nbr Subject Area Catalog Nbr Section
 Class Nbr Subject Area Catalog Nbr Section

Justification for Change

Notes to Registrar's Office

Enrolled students notified & conflicts addressed?

CLASS 2: Subject Area Catalog Nbr Section Type of change requested
 Class Nbr Session Session Start Date Session End Date
 Campus Location Instruction Mode
 Class Topic Attributes Free Format Topic
 Facility ID (Room or Arranged, Chat, Online) Print Topic on Transcript
 Meeting Pattern Mtg Start & End Times Meeting Start Date Meeting End Date
 Instructor ID Instructor Name Enrollment Capacity Wait List Capacity
 Add Consent Drop Consent Auto Enroll from Wait List

Reserve Cap? Requirement Group Reserve Cap Start Date Reserve Cap Enrl
 Will seats be released to students outside of the requirement group?
 Reserve Cap Release Date Reserve Cap Release Enrl

REGISTRAR'S USE ONLY Completed by _____
 Date _____

IVN? Originating Site Receiving Site

Combined Sections? Do changes apply to all combined classes?

Class Nbr Subject Area Catalog Nbr Section
 Class Nbr Subject Area Catalog Nbr Section

Justification for Change

Notes to Registrar's Office

Enrolled students notified & conflicts addressed?