

Course Update Form

Term: Year:

Part-1: Initial or Current Course Set-Up Information

ADD this course

Department: Number: Section: Days: Times:

Title: Max Enrollment:

Instructor: Instructor ID: Primary Instructor
 Secondary Instructor

Comment/Note:

Part-2: Make the Following Changes to this Existing Course

CANCEL this course

Course Information

Change Course Title to:

Change Section # to:

Change Meeting Days to:

Change Meeting Times to:

Change Max Enrollment to:

Change Credits to:

Instructor Information

Change Instructor to: Instructor ID: Primary Instruct
 Secondary Instruct

Add Additional Instructor: Instructor ID: Primary Instruct
 Secondary Instruct

Building/Room Information

Change Building to: Change Room to:

Other Change Requested:

Div Chair Signature:

Date:

Dean Signature:

Date:

VPAA: Master Update

VPAA: Grid Update

Registrar: Update Complete