



COURSE SECTION CHANGES AND CORRECTIONS

Department: Phone: Date:
Submitted By: Email:

ACTION REQUESTED (Select one option below; one form per request)

- ADD A NEW SECTION DETAILS CREATE INDEPENDENT STUDY

(Complete all applicable fields)

Form with fields: Term, Year, Subject, Course Number, CRN (Class Number), Section, Location, Instruction Mode, Class Attributes, Mtg Start Time, Mtg End Time, Days, Facility, Instructor, Room Characteristics, Dept Consent Required, Instructor Consent Required, No consent Required, Enrollment Capacity, Waitlist Capacity, Class Note Number, Class Notes: Free form text, Units, Class Associations/Campus Restrictions

Other Notes:

Empty box for other notes

- CHANGE AN EXISTING SECTION DETAILS (Provide specific change details)
NOTE: Department is responsible for notifying students of any course section changes.

Form with fields: Term, Year, Subject, Course Number, CRN (Class Number), Section

List Changes:

Empty box for list changes

- CANCEL A SECTION
NOTE: Department is responsible for notifying students of any course section cancellations.

Form with fields: Term, Year, Subject, Course Number, CRN (Class Number), Section

APPROVALS & PROCESSING DETAILS

Form with fields: Chair of Department/Program, Date, Associate Dean of School, Date, Academic Operations Date Received, Date Completed, Processed by

REQUEST AND SUBMISSION PROCEDURE

- ✓ Complete department information fields
- ✓ Select one option; one for per request
- ✓ Complete selected option in full
- ✓ Submit to Department Chair/Program Director for approval signature and date
- ✓ Submit signed form to the Associate Dean for review and approval
- ✓ Make a copy for your records (PDF or hard copy)
- ✓ Submit the signed form to the Office of Academic Operations:
 1. Scanned form (PDF Format) emailed to Lilia Flores (lflores@csb.edu) **OR**
 2. Mail a hard copy form to the Office of Academic Operations, for the attention of Lilia Flores, MS 11 EDUC
- ✓ Requests will be processed in order received

If you have any questions about the section detail fields, or completing this form, please contact Lilia Flores X3100 or lflores@csb.edu.