

Schedule Section Changes - For use after Advising has begun

COMPLETE,
PRINT, & SIGN

Change(s) - check all that apply: Title and course number may not be changed with this form.
Credits may only be changed for existing variable credit courses.

| | | |
|---|--|--|
| <input type="checkbox"/> Add a Section | <input type="checkbox"/> Change restriction | <input type="checkbox"/> Change Meeting Days/Times |
| <input type="checkbox"/> Cancel a Section | <input type="checkbox"/> Change instructional method | <input type="checkbox"/> Change Start/End Dates |

Name of person completing form: _____ **Phone:** _____

Justification for Change (required):

Section Information (please enter all known information):

| | | | |
|---|---|--|---|
| CRN: _____ | Subject: _____ | Number: _____ | Section: _____ |
| Title: _____ | | Credits: _____ | Capacity: _____ |
| College: _____ | | Dept: _____ | Restricted Entry <input type="radio"/> No <input type="radio"/> Yes <small>Restriction: Consent of Instructor/Major/College</small> |
| Instructor: _____ <small>Last, First Middle</small> | | InstructorID: _____ <small>(last four numbers)</small> | Please Specify: _____ |
| Section Type: | <input type="checkbox"/> Lecture | <input type="checkbox"/> Lecture & Lab | <input type="checkbox"/> Internship |
| | <input type="checkbox"/> Lab | <input type="checkbox"/> Independent Study | <input type="checkbox"/> Recitation |
| | | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| Instructional Method: | <input type="radio"/> Face to Face | <input type="radio"/> Online Only | <input type="radio"/> Blended* <input type="radio"/> Web Enhanced** |
| Year: _____ | Term: | <input type="radio"/> Summer First 6-weeks | <input type="radio"/> Summer 12-weeks |
| | <input type="radio"/> Fall <input type="radio"/> Spring | <input type="radio"/> Summer 2nd 6-weeks | <input type="radio"/> Summer Intersession |
| | | <input type="radio"/> Summer First 4-weeks | <input type="radio"/> Summer 3rd 4-weeks |
| | | <input type="radio"/> Summer 2nd 4-weeks | <input type="radio"/> Summer 4th 4-weeks |
| <input type="checkbox"/> This section has non-standard term start or end dates. | | Start: _____ | End: _____ |
| The section start and end dates are: | | | |

Meeting Days & Times:

| | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| Start time: _____ | | End time: _____ | | Bldg. & Room: _____ | |
| Additional Days, Times, Room | | | | | |
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| Start time: _____ | | End time: _____ | | Bldg. & Room: _____ | |

Campus:

| | |
|--|--|
| <input type="radio"/> MSU-Bozeman | <input type="radio"/> Gallatin College - Specify campus: _____ |
| <input type="radio"/> ExtendedUniversity | <input type="radio"/> Nursing - Specify campus: _____ |

Signatures:

DepartmentHead

Print Name Signature Date

CollegeDean

Print Name Signature Date

Provost Office or

The Grad. School

Print Name Signature Date

*Enhanced=use of web-technology with no reduction in face-to-face meeting time

**Blended=use of web-technology and reduction in face-to-face meeting time