

University of Wisconsin-Eau Claire

Office of the Registrar Schedule Revision Form

Use this Schedule Revision form for changes to the schedule of classes. Revisions must be approved by the Associate Dean of the College. Additions, cancellations, and changes to courses offered for graduate credit must be approved by the Dean of Graduate Studies. If more than one instructor, please list all.

If course is to be taught through Distance Education, please check DE column and complete lower left-hand corner.

Term (e.g. Fall 2009, Summer 2010): _____

Today's Date: _____

Dept. of: _____

R25 _____
Bridge/Interface _____
People Soft _____
Final Exam _____
Fall/Spring VC _____
Summer/Winterim _____
Assoc Dean _____
Bookstore _____
Audit Trail _____

A D D √	C H A N G E √	C A N C E L √	COURSE		C R E D I T S	BEGIN & END TIMES	MEETING DAYS							BLDG & ROOM	D E √	INSTRUCTOR'S NAME	% (if 2+ instr)	CL SIZE	FRSH CL SIZE	TITLE

ADDS: If course does not meet the full semester, begin/end dates must be provided (use the notes section to the right). Please indicate a title if applicable. If a title-specific course description is needed (35 words or less) please include in the e-mail for this attachment.
Please provide freshman class size, when applicable.

CHANGES: When revising an existing section record, provide **ONLY** that information to be changed.

REASONS FOR CANCELLING COURSES: **1**—Not sufficient enrollment. **2**—No instructor available. **3**—Instructor reassigned to added section of another course. **4**—To permit scheduling of another course. **5**—Required facilities not available. **6**—Mass change/Registrar. **8**—Other. (Indicate in notes section to the right.)

NOTES:

DE Information
Online/Web _____
Interactive Television _____
Other _____
Origination Site _____
Receive Site(s) _____

Contact Person _____
C: Learning and Technology Services

See Schedule Building Guidelines for further instructions.
<http://www.uwec.edu/registrar/faculty/scheduleBldg/index.htm>

Upon completion (and saving) of this form, please send as an e-mail attachment to the following:

- scheibps@uwec.edu or beckerb@uwec.edu
- Associate Dean of your college
- Bookstore

