

**REQUEST TO UPDATE THE SCHEDULE OF CLASSES**

This form should only be used when the Schedule of Classes for the term has closed for editing. Please visit <http://students.uthscsa.edu/registrar/2015/03/instructions-for-faculty/> for deadlines. Please allow 2 business days for processing.

**Term:**  Fall/Academic Year       Spring       Summer      **Year:** \_\_\_\_\_

Add a new class section       Edit an existing class section       Delete class section

**Course # and Section**                      **Class #**                      **Course Title**

\_\_\_\_\_

Add/change enrollment capacity:

Current enrollment capacity \_\_\_\_\_ Desired enrollment capacity \_\_\_\_\_

Add/change of date(s) &/or meeting times:

Current beginning & end dates \_\_\_\_\_ Desired beginning & end dates \_\_\_\_\_

Current meeting times \_\_\_\_\_ Desired meeting times \_\_\_\_\_

Add/change of student permissions:

Current consent required?  (Y)  (N)      Desired consent required?  (Y)  (N)

Department                       Instructor

**For Graduate School only: For requests to change the Primary Instructor for a Section in a Course, please provide qualifications relative to the course objectives and outcomes.**

Add/remove/edit Faculty & Staff:

Name	HSC ID	Add/ Edit/ Remove	Instructor Role	BB/Canvas Role	Grading Access	Primary Instructor's Qualifications

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Approval:**

Dean's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_