



Add/Cancel or Change Course Section

Check One: Add Cancel Change

Semester: _____ Today's Date: _____

Course Rubric: _____ Section #: _____ Class Key: _____

Topic Code: _____ Campus Code: _____

Lecture Day/Time (Change) From: _____ (Change) To: _____

Lab Day/Time (Change) From: _____ (Change To: _____

SWTJC Instructor: _____ SWTJC Bldg/Room: _____

HS Instructor: _____ HS Bldg/Room: _____

Section Capacity: _____ Re-Bill

Comments: _____

Submitted by: _____ Approved by: _____
Division Chair/Dean/VP

For Academic Affairs Office Use Only

Approved by: _____ Date: _____
Vice-President of Academic Affairs

For Colleague Use

Name: _____ Date: _____ Time: _____