



SNOW COLLEGE

COURSE SCHEDULE CHANGE

PROCEDURE.

1. After the Registrar's Office publishes the semester course schedule, a department or professor wishing to make a change to that schedule must do so by submitting this form to the Registrar's Office.
2. Please fill in the information you are requesting to be added or modified. If it is an existing section, please include the course reference number (CRN).
3. For additions or deletions of course, or the changing of the professor assigned to the course, this form must have the approval signatures of the division dean and the Vice President of Academic Affairs.

CHANGE INFORMATION.

Change type: Add a course Delete a course Modify a course
 This course is an overload course.

CALENDAR INFORMATION:

Semester: _____
Part of Term:¹ _____
Start Time: _____
End Time: _____
Wk. Days: _____
Start Date: _____
End Date: _____

COURSE INFORMATION:

CRN: _____
Department: _____
Course Number: _____
Section Number: _____
Course Title: _____
Credits: _____
Building/Room: _____
Max Enrollment: _____
Instructor's Name: _____

Comments: _____

SIGNATURES

Dept. Chair: _____ Date: _____
Division Dean: _____ Date: _____
Academic VP: _____ Date: _____

¹ There are three primary parts of term: full, first-half semester, and second-half semester.