

## Course and Section Changes Guide

All changes below must be submitted by the director or designee of the school to which the course belongs. Changes from instructors will not be accepted. Please work with division offices to submit all course and section changes. To mount a new section, please submit a [new section form](#).

Catalog level changes are changes to courses that apply to all subsequent sections starting in a defined effective term. Catalog changes must be approved by Academic Affairs. Section level changes refers to changes made to one specific section only.

**Cancel a section\*** – [course cancellation form](#)

**Capacity** – [section change form](#)

**Contact hours** (catalog level only) – [course change/reactivation form](#)

**Corequisites** (catalog level only) – [course change/reactivation form](#)

**Credits** – [course change/reactivation form](#) for catalog level, [section change form](#) for variable credits

**Description** (catalog level only) – [course change/reactivation form](#)

**Dates/days\*** – [section change form](#)

**Grading** (catalog level only) – [course change/reactivation form](#)

**Instructional method** – email Assistant Registrar ([lauren.west@purchase.edu](mailto:lauren.west@purchase.edu))

**Instructor** – [section change form](#)

**Level** (lower level, upper-level) – [course change/reactivation form](#)

**Permissions of Instructor (POI)** – [section change form](#) (restrictions field)

**Plus listings** (catalog level only) – [course change/reactivation form](#)

**Prefix/subject code** (catalog level only) – [course change/reactivation form](#)

**Prerequisites** (catalog level only) – [course change/reactivation form](#)

**Repeatability** (catalog level only) – [course change/reactivation form](#)

**Restrictions** (section level) – [section change form](#)

**Restrictions** (catalog level) – [course change/reactivation form](#)

**Room** – email Assistant Registrar ([lauren.west@purchase.edu](mailto:lauren.west@purchase.edu))

**Time\*** – [section change form](#)

**Title** (catalog level only) – [course change/reactivation form](#)

**Type** (lecture, lab, etc.) – [course change/reactivation form](#)

\*Divisions must notify any registered students of these changes prior to submitting the section change form to the Registrar's office.