

# SECTION CHANGE FORM

**\*\*PLEASE PRINT or FILL OUT\*\***

## CURRENT INFORMATION

SEMESTER \_\_\_\_\_ DATE \_\_\_\_\_  
 COURSE & SECTION NUMBER \_\_\_\_\_ CRN \_\_\_\_\_  
 COURSE TITLE \_\_\_\_\_  
 DAY(S) AND TIME(S) \_\_\_\_\_

**\*COMPLETE THE ENTIRE TOP PORTION OF THIS FORM.\***

## SECTION CHANGES:

**CANCELLATION** - REASON: \_\_\_\_\_

**If changing to an online format this section is:** Synchronous Asynchronous

Day(s): \_\_\_\_\_ Time: \_\_\_\_\_

ROOM: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_  
 IF THIS IS A NEW INSTRUCTOR, FILL OUT THE **NEW FACULTY FORM**

ADD ATTRIBUTE(S): \_\_\_\_\_

RESTRICTION: \_\_\_\_\_  
 (EX: PERMISSION OF INSTRUCTOR REQUIRED, MAJORS ONLY, FRESHMEN ONLY)

SPACES: **Total # of Students**

\_\_\_\_\_ spaces for \_\_\_\_\_  
 \_\_\_\_\_ spaces for \_\_\_\_\_

CHANGE APPROVED BY: \_\_\_\_\_  
 (CHAIR/DIRECTOR OR DESIGNEE)

## **REGISTRAR'S OFFICE USE ONLY**

**Banner** Date \_\_\_\_\_ Initial \_\_\_\_\_