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 all the information requested, including the course reference number (CRN) for each existing section (§) taught by the professor.
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: ☐ Addition ☐ Deletion ☐ Modification

COURSE INFORMATION:	
CRN:	
Subj.:	
Course #:	
Course Title:	
§:	
Credits:	
Semester:	
Part of Term:[1]	
Start Time:	
End Time:	
Wk. Days:	
Bldg./Rm.:	
Max Enroll.:	
Instructor:	

OVERLOAD INSTRUCTOR INFORMATION:				
Subj.	Course #	§	CRN	Credits

SIGNATURES

Instructor: _____ Date: _____

Division Dean: _____ Date: _____

Academic VP: _____ Date: _____

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