

Forms that are not complete with all required information will not be processed. They will be returned to the Department for completion which will delay processing of the required change. Please ensure that all areas depict correct details and the form is signed by the Chair or Coordinator of your department. **ALL** copies should be submitted to the Registrar's Office and when the form has been processed they will be disbursed accordingly.

Class Schedule Change Form

Office of the Registrar
PO Box 2503
New Westminster, BC V3L 5B2



1. Date: **October 3, 2007**

ANY CHANGES IN TIMES OR CANCELLATION OF COURSES MAY IMPACT ON REGISTRATION AND CREATE DIFFICULTIES FOR STUDENTS. DEPARTMENTS ARE REQUIRED TO NOTIFY STUDENTS DIRECTLY OF ANY CHANGES THAT WILL IMPACT A STUDENT'S TIMETABLE. PLEASE PRINT HARD, YOU ARE MAKING 4 COPIES.

2. **2008** 10 WINTER 15 SPRING 20 SUMMER 30 FALL

3. CRN #: **11523** SUBJ: **CRIM** COURSE #: **1150** SECTION #: **004**

4. TYPE OF CHANGE

ADD COURSE	CHANGE DAY	ADD INSTRUCTOR
CANCEL COURSE	X CHANGE TIME	X CHANGE INSTRUCTOR
ADD OR CHANGE ROOM		REMOVE INSTRUCTOR

5. **START DATE: 07-Jan-2008** **END DATE: 09-Apr-2008**

6. DAY(S) TO: **M** T W R F S TIME(S) TO: **1000 - 1150**
M T **W** R F S **0800 - 0950**

FROM: **M** T W R F S FROM: **1000 - 1150**
M T **W** R F S **0800 - 1050**

7. CAMPUS: DAVID LAM NEW WESTMINSTER ROOM #: **3302** CLASS SIZE: **35** PER OUTLINE: **35**

8. PRIMARY INSTRUCTOR: NAME: **New Instructor** ID# **300000000**

ADDITIONAL INSTRUCTORS: NAME: **Old Instructor** ID# **800000000**

9. COURSE COMMENTS / RESTRICTIONS

Additional comments that should show online with the course listing. Special instructions relating to changes required.

10. Registrar's Office _____ Instructor Signature _____ Department Head Signature _____

Form Distribution: Registrar - White Bookstore - Yellow Room Booking - Pink Department - Golden Book

1. Date form is submitted
2. Enter the appropriate semester and year. Remember that at any given time, we are actively working on up to 7 semesters at one time.
3. Enter CRN (if you are adding a new course, a CRN will be generated), subject, course # and section #.
4. Check all applicable changes being made to the course. If the change you require is not listed, complete the information on the blank line.
5. Enter start and end date of the course. This is the date from the original class submission form. It will always start on a Monday and end on a Sunday.
6. If you want to change a day or time of the course, complete the "FROM" days and times with the current information. The "TO" section should be completed with the NEW days and times.

7. Indicate campus and Room # (leave blank if a room has not yet been assigned). Indicate Enrolment
 - a. Class size is the number of students you will accept in this class.
 - b. Per Outline is the number of students set on the Curriculum Guideline. This does not change.
8. Indicate PRIMARY instructor as the instructor that will be entering grades. This is the only instructor that will appear on the web. Other instructors should be listed as additional instructors.
9. Add comments
10. Authorized signature