

Request for Changing the Schedule of Classes

How to fill out the online request form

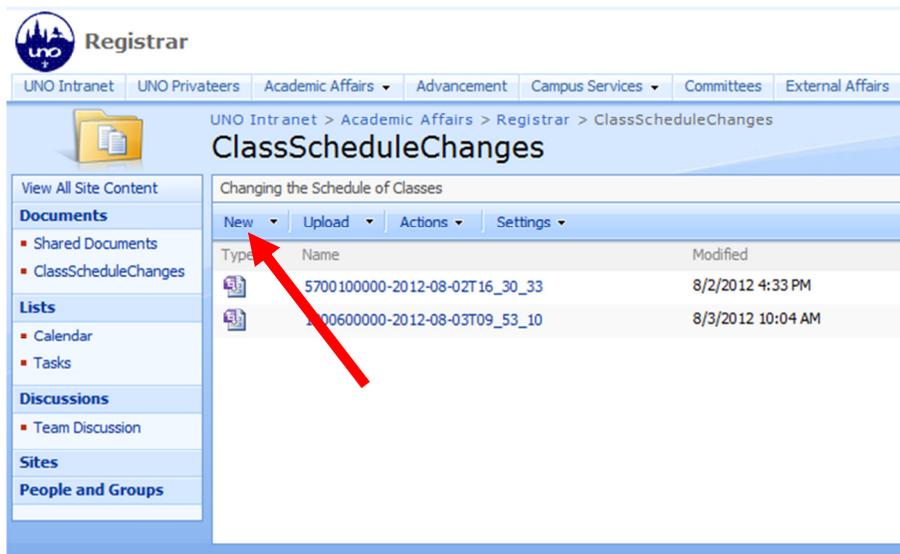
Introduction

If a class needs to be added, canceled, or modified once the schedule has been created for a specific term, a Request for Changing the Schedule of Classes form must be completed. This will require the signature/approval of the chair of the department, dean of the college, and representative at the registrar's office. We have recently incorporated the SharePoint version of the form. It can be found here:

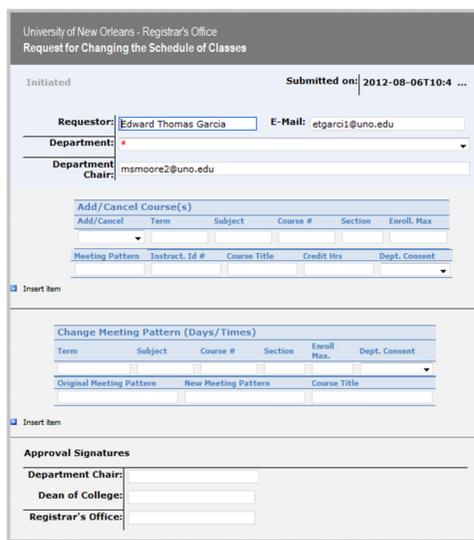
<https://sharepoint.uno.edu/academicaffairs/registrar/ClassScheduleChanges>

Starting the Process

Upon arriving to the website listed above, the following page will be shown.



The forms listed on this site are the one currently being processed. To start a new form, click on the **New** button. The following page will display.

The image shows a screenshot of the "Request for Changing the Schedule of Classes" form. The form is titled "University of New Orleans - Registrar's Office Request for Changing the Schedule of Classes". It includes fields for "Requestor" (Edward Thomas Garcia), "E-Mail" (etgarc1@uno.edu), "Department", and "Chair" (msmoore2@uno.edu). There are sections for "Add/Cancel Course(s)" and "Change Meeting Pattern (Days/Times)". The "Add/Cancel Course(s)" section has a table with columns: Add/Cancel, Term, Subject, Course #, Section, Enroll. Max. The "Change Meeting Pattern (Days/Times)" section has a table with columns: Term, Subject, Course #, Section, Enroll Max., Dept. Consent. There are also "Insert Item" buttons and an "Approval Signatures" section with fields for "Department Chair", "Dean of College", and "Registrar's Office".

Filling Out the Form

Requestor:	Edward Thomas Garcia	E-Mail:	etgarci1@uno.edu
Department:	Registrar		
Department Chair:	msmoore2@uno.edu		

The first section is the requestor's information and department. The name of the **Requestor** and **E-Mail** should automatically be populated. Select the **Department** to which this form applies. Under **Department Chair**, ensure the email of the department chair is listed.

Add/Cancel Course(s)						
Add/Cancel	Term	Subject	Course #	Section	Enroll. Max	
Add	1040	MATH	1125	601	30	
Meeting Pattern	Instruct. Id #	Course Title	Credit Hrs	Dept. Consent		
TTH 6:00PM - ...	2152513	N/A	3	No		

Insert item

The second section is the **Add/Cancel Courses** portion of the form. Multiple classes may be added or cancelled via this form by clicking the **Insert Item** link at the bottom left of this section. To begin, select **Add** or **Cancel**. Enter the **Term**, preferably a term code, ie *1040*, but the term will work as well, ie *Summer Mini I 2012*. Fill out the following course information: **Subject**, **Course #**, **Section**, **Enrollment Max**, **Meeting Pattern**, **Instructor Id #**. If there is a special topic, please include that under **Course Title**. If the course hours are variable, please specify credit hours or range of credit hours under **Credit Hrs**.

Change Meeting Pattern (Days/Times)						
Term	Subject	Course #	Section	Enroll Max.	Dept. Consent	
Sum 2012 Mini I	BA	3010	351	10	No	
Original Meeting Pattern		New Meeting Pattern		Course Title		
M-F 11:30 AM - 1:45 PM		M-F 8:00 AM - 11:15 AM		N/A		

Insert item

The third section is the **Change Meeting Pattern** portion of the form. Multiple classes may be changed via this form by clicking the **Insert Item** link at the bottom left of this section. To begin, enter the **Term**. Then enter the **Subject** and **Course**. If the section number needs changing, enter the new **Section**. If the enrollment has changed, enter the new **Enrollment Max**. If department consent has changed, select Yes or No under **Dept. Consent**. Enter the **Original Meeting Pattern** and if a change in time is being requested, enter the **New Meeting Pattern**. If there is a special topic that needs to be assigned, enter it under **Course Title**.



The final step is to submit the form to the chair of the department by clicking this **Submit** Button. This button is located at the top left and bottom left of the SharePoint form. After you click the submit button, an email is sent to the department chair for approval. **Note:** *This must be done even if you are the chair of the department.*

Post Submit Process

After the form has been submitted, the chair of the department will receive an email and be asked to sign the form. Upon signing and submitting, the dean of the college will receive an email and be asked to sign the form. Upon signing and submitting of the form, the registrar's office will review and make the requested changes. An email is then sent to everyone involved stating the changes have been made.