

SEMESTER	YEAR
Spring	
Summer	
Fall	

ACTION
Addition
Change *
Cancellation

*\*NOTE: CHANGES THAT DO NOT REQUIRE DEPARTMENT HEAD AND DEAN SIGNATURES MAY BE SUBMITTED VIA EMAIL TO [fysched@uaf.edu](mailto:fysched@uaf.edu)*

- Waitlist Changes- Increasing the enrollment due to students being added from the waitlist
- Meeting Pattern Changes (Days and Times)
- Location Changes (Room, Buildings)

*Please include all course information via email (department, course number, section number, and course reference number)*

CRN	DEPT	COURSE #	COURSE TITLE				CREDITS/CEUs
	Section Number	Course Dates	Meeting Days	Meeting Times	Instructor Name/ UA ID	Bldg/Room	Course Capacity
<i>Old</i>	Start:		Start:				Max:
	End:		End:				Waitlist:
<i>New</i>	Start:		Start:				Max:
	End:		End:				Waitlist:
<b>REASON FOR CHANGE</b>							

Attendance Method	Approval Code	Instructional Method	Auditors	
BK- Brokered	AD- Advisor Approval	AB- Audio & Blackboard	Yes	
BT- Brokered- Tech Prep	CE- Closed (Restricted) Enrollment	AC- Audio Conference	No	
CN- Contract- no fee	DC- Dept. Coordinator Approval	AW- Audio Conference & Web-based	<b>Web Available (UA Online/Course Finder)</b>	
CO- Cooperative Education	DE- Dean Approval	BB- Blackboard	Yes	
DE- Developmental Education	DH- Department Head Approval	BD- Blend Classroom/AC/Web/Field	No	
MM- Multi-Media	DP- Department Approval	MM- Multi-media	<i>*NOTE: Closed (Restricted) Enrollment classes will not be viewed online</i>	
O- Open Entry	ED- School of Education Approval	PW- Partially Web-based	<b>Fee Type*</b>	<b>Amount</b>
SS- Self Support	GC- Graduate Committee Approval	SL- Live Brdcast/Satellite	Self- Support	\$
T- Thesis	HD- Honors Director Approval	TV- Television Delivery	Non Credit	\$
TC- Tele-course	ID- Instructor & Dean Approval	VC- Video Conference	CEU Fee	\$
VC- Video Conference	IN- Instructor Approval	VW- Video Conference & Web-based	Lab Fee	\$
W- Workshop	PC- Program Coordinator Approval	WB- Web-based	Other	\$
WW- Web	PD- Program Director Approval	<b>Cross-listed/Stacked Courses*</b>	<i>*NOTE: Special Fees must be approved by Vice Chancellor for Administrative Services</i>	
Z- Zero/ Non-Credit	PR- Provost Approval			
<b>Grade Mode</b>	RD- RAHI Approval	Cross-listed with:	<b>CEU / Non-credit Contact Hours</b>	
Letter	SS- Summer Sessions Approval	Stacked with:	Total Contact Hours:	
Pass/Fail	<i>*NOTE: Required catalog approvals must be indicated for the course listed above. Please indicate any additional approvals for this semester.</i>	<i>*NOTE: A separate class schedule form is required for each course in the cross-listed or stacked courses</i>	<i>*NOTE: It is required to indicate the amount of contact hours for accurate institutional reporting.</i>	
CEU or Non-Graded				

**NOTES**

<b>Prepared by:</b>	<b>Email:</b>	<b>Phone:</b>	<b>RECEIVED</b>
<b>Department Head's Signature:</b>		<b>Date:</b>	
<b>Dean's Signature:</b>		<b>Date:</b>	
<b>TO BE COMPLETED BY ACADEMIC SCHEDULING</b>			
<i>Banner</i>	<i>Addendum</i>	<i>Processed by</i>	<i>Date</i>