

# **REQUEST TO ADD/CHANGE A CLASS**

TERM/YEAR: \_\_\_\_\_

\_\_\_ Add

\_\_\_ Change

\_\_\_\_\_  
SUBJ      CAT #      Sect      Units:      Course Title

**Meeting Time and Place:**

Days/week      Start      Stop  
\_\_\_\_\_  
\_\_\_\_\_

**Dates:** \_\_\_\_\_

Building      Room#      Limit  
\_\_\_\_\_  
\_\_\_\_\_

**This course is cross-listed with:**

Subj      Cat#      Sect  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Primary Instructor:**

First Name      Last Name      CU-SIS ID (9 digits)  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Instructors:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Cancel Class / Cancellation Date: \_\_\_\_\_

**Dean's Approval (signature required)**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ **Check here if you DO NOT want this published!**

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Registrar Office Use Only**

Canvas notif. \_\_\_\_\_  
Canvas appr. \_\_\_\_\_  
Class: \_\_\_\_\_  
Class: \_\_\_\_\_  
Dyn Dating: \_\_\_\_\_  
Date Proc: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Checked: \_\_\_\_\_