

**Bloomsburg University
Office of the Registrar**

REQUEST FOR MASTER SCHEDULE CHANGE

Dept. Name		Catalog No.		Sec. No.			

Indicate Change requested:

___ **ADD** course/section to the class schedule
- Complete the information below.

___ **UPDATE** only the information listed below.

___ **CANCEL** this course section.

_____ Course Title

Course Cap	Dept. Reserve
[]	[]
Freshman Reserve	Other _____
[]	[]

Indicate Term:	Fall	_____
	Spring	_____
Summer (1)	_____	Winter _____
Summer (2)	_____	
Summer (3)	_____	

*Type	M T W R F S	Begin	End	Instructor ID	PRINT Instructor Name	Bldg./Room
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____

****ONLINE COURSES ONLY - Is this course offered 50% or more asynchronously? Yes No**
Please check the appropriate online course type below:

* Type Codes	
Lec	Lecture (Regular Classroom situation; Default code)
Lab	Laboratory session
Clin	Clinical Experience
Dis	Recitation/Discussion (in conjunction w/ lecture or lab)
	Seminar
Tea	Team Teaching
The	Thesis
N	Internship

** Online Course Type	
_____	Blended 30% - 79%
_____	Interactive TV Home
_____	ITV Remote Site
_____	Online 80% - 99%
_____	Online 100%

<p>Message to be printed with the course information (topic titles, special meeting dates, prerequisites, off-campus locations, etc.)</p> <p>Enter credits here for courses approved by BUCC as variable credits: _____ (This course is being offered this semester for this many credits.)</p>

ROUTING OF THIS FORM:

Signature of Department Chairperson Date

Print Department Chairperson Date

Signature of Dean Date

Print College Dean Date

Standard Meeting Times

MWF	MW	TR
0800-0850		0800-0915
0900-0950		0930-1045
1000-1050		1100-1215
1100-1150		1230-1345
1200-1250		1400-1515
1300-1350		1530-1645
1400-1450		1700-1815
	1500-1615	1830-2130
	1630-1745	
	1800-2100	

Begin/End Times 24-hour clock

1:00 pm=1300	6:00 pm=1800
2:00 pm=1400	7:00 pm=1900
3:00 pm=1500	8:00 pm=2000
4:00 pm=1600	9:00 pm=2100
5:00 pm=1700	