

**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

<b>Course Cap</b>	Dept. Reserve
<input type="text"/>	<input type="text"/>
Freshman Reserve	Other _____
<input type="text"/>	<input type="text"/>

Indicate Term:    Fall    \_\_\_\_\_

Spring \_\_\_\_\_

Summer (1) \_\_\_\_\_

Summer (2) \_\_\_\_\_      Winter \_\_\_\_\_

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%

Message to be printed with the course information (topic titles, special meeting dates, prerequisites, off-campus locations, etc.)

Enter credits here for courses approved by BUCC as variable credits:  
 \_\_\_\_\_ (This course is being offered this semester for this many credits.)

**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	