Office of the Registrar | Scheduling Office Section Update and Revision Form

Online | ITVP/Synchronous | Hybrid | Managed Online Programs

Department: ABC	Form Initiated by Lobo Lucy Title: Scheduling	Coordinator Date Submitted: 6/12/2018
Schedule Type:	Department: ABC Email: abc@	Phone: 999-9999
SchedulcType:	0040	
Managed Online (MOPS/RNAP)		ynchronous Online (\$100 fee applies)/On-Campus Parent (ITVP)
Cancel: Signature Required after Schedule Build Change Instructional Method to Online/Synchronous/Hybrid Change Part of Term, Times, Titles, Fees, Approvals	· · · · · · · · · · · · · · · · · · ·	
Change Part of Term, Times, Titles, Fees, Approvals	■ Add: Create New Section/CRN	se/Cancel/Reschedule: Signatures Required
STEP 1: Current/New Course Details: fill out completely CRN # (leave blank if new): Subject: ABC	☐ Cancel: Signature Required after Schedule Build	\Box Change Instructional Method to Online/Synchronous/Hybrid
CRN # (leave blank if new): Subject: ABC	STEP 1. Current/New Course Details: fill out completely	☐ Change Part of Term, Times, Titles, Fees, Approvals
Subject: ABC		STEP 2: Revise/Reschedule—details to be undated
CR/HRS.3 Intro to the Alphabet Course #: Section: Capacity:		-
Intro to the Alphabet Special Approval Code (if applicable): Grading Mode: Special Approval Code (if applicable): Special Approval Code (if applicable): Special Approval Code (if applicable): Special Approval Code: Special Approval Code: Special Approval Code: Special Approval Code: Grading Mode: Part of Term: Days:		
Special Approval Code: Special Approval Code: Special Approval Code: Standard letter Grade Credit/No Credit Other Part of Term: Other (note other): Open Learning: Duration: Start date: End Date: Days: Start Time: End Time: Start date: End Time: Bidg/Room: End Time: End Time: Bidg/Room: Start Managed Online Section (MOPS) Cap Online Section Cap On-Campus Parent (ITVP) Cap Hybrid Section Cap Online Special Requests/Notations: Special Requests/Notations: Special Requests/Notations: Special Requests/Notations: Instructor(s) last, first, banner #: End Time:		
#Standard letter Grade □Credit/No Credit □Other	Special Approval Code (if applicable):	
Part of Term: Part of Term	Grading Mode:	Special Approval Code:
Terull Term	■Standard letter Grade □Credit/No Credit □Other	Grading Mode:
Full Term	Part of Term:	Part of Term
Dopen Learning: Duration: Start date; End Date: Bldg/Room:	■ 1 = Full Term \Box 1H = 1st Half \Box 2H = 2nd Half	
Days:Start Time:End Time:	☐Other (note other):	Meetings:
Bldg/Room: Start Taine: End Time: En	□ Open Learning: Duration:	
Capacity: 20 Online Section Cap (Non-MOPS) Days: Start Time: End Time: End Time: Bldg/Room: Days: Start Time: End Time: End Time:	Start date:End Date:	
Managed Online Section (MOPS) Cap Online Synchronous Cap On-Campus Parent (ITVP) Cap Hybrid Section Cap Meetings: The following scheduling types have meetings: Hybrid (50% Online/50% on-campus) Parent Main Campus/Online Synchronous (scheduled meetings) Online (optional): Online & f2f meetings must be scheduled in banner. F2F meetings are limited to 3 meetings per 16 week term. Days: 12/13/18 Start Time: 1200 End Time: 1250 Bldg/Room: Start Time: 1200 End Time: Crosslist or Offered With: Days: Start Time: End Time: CRN CRN Bldg/Room: Start Time: End Time: CRN CRN Special Requests/Notations: Crosslist or Offered With: CRN CRN Special Requests/Notations: CRN CRN CRN Special Requests/Notations: Date: Date: Date: Date: CRN Date: Dat		
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F2F meetings are limited to 3 meetings per 16 week term. Days: 12/13/18 Start Time: 1200		To show that (a) 1 , (b) , 1
Bldg/Room: (Schedule room with special events form) Days: Start Time: End Time: Bldg/Room: Crosslist or Offered With: Days: Start Time: End Time: CRN CRN Bldg/Room: CRN CRN Special Requests/Notations: CRN CRN Special Requests/Notations: CRN CRN Testructor(s) last, first, banner #; Louie, Lobo 999999999 Fees: Code Amount \$ Signatures Required by Some Colleges & For All Cancellations & Reschedules Department Chair: Date:	F2F meetings are limited to 3 meetings per 16 week term.	Instructor(s) last, first, banner #:
Days:Start Time:End Time:		
Bldg/Room: Start Time: End Time: CRN _		Fees: Code: Amount \$
Days:Start Time:End Time:CRN	• — —	
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Special Requests/Notations: CRN CRN Reason for Revision/Cancel/Reschedule: Face to face meeting is for final exam Signatures Required by Some Colleges & For All Cancellations & Reschedules Date: Date:		
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Instructor(s) last, first, banner #: Louie, Lobo 999999999 Face to face meeting is for final exam. Signatures Required by Some Colleges & For All Cancellations & Reschedules Department Chair:	Special Requests/Notations:	
Fees: Code Amount \$ Signatures Required by Some Colleges & For All Cancellations & Reschedules Department Chair: Date:	To the Community of the	Reason for Revision/Cancel/Reschedule:
Signatures Required by Some Colleges & For All Cancellations & Reschedules Department Chair:	Instructor(s) last, first, banner #: Louie, Lobo 9999999999	Face to face meeting is for final exam.
Signatures Required by Some Colleges & For All Cancellations & Reschedules Department Chair:Date:	Fees: Code Amount \$	
Department Chair:Date:	Signatures Required by Some Colleges & For All Cancellations	
College Dean:Date:	· · ·	
	College Dean:	Date:

 $Send\ Completed\ Forms\ to\ Extended\ Learning\ via\ Email:\ \textbf{OnlineScheduling@unm.edu}$

_Date:

rev 9.25.17

Online Scheduling Coordinator: