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

## Online | ITVP/Synchronous | Hybrid | Managed Online Programs

Part of Term:   Separative   Separative
Year; 2018       ■ Fall       □ Spring       □ Summer         Schedule Type:       ■ Online (\$100 online fee applies)       □ Synchronous Online (\$100 fee applies)/On-Campus Parent (ITVP)         □ Managed Online (MOPS/RNAP)       □ Hybrid         ■ Add: Create New Section/CRN       □ Revise/Cancel/Reschedule: Signatures Required         □ Cancel: Signature Required after Schedule Build       □ Change Instructional Method to Online/Synchronous/Hybrid         □ Change Part of Term, Times, Titles, Fees, Approvals         STEP 1: Current/New Course Details: fill out completely         CRN # (leave blank if new):       STEP 2: Revise/Reschedule—details to be updated.         Subject:       ABC       Course #:       Subject:       CRN #:       Subject:       COURSE #:       Subject:       COURSE #:       Section:       Capacity:         Intro to the Alphabet       Course #:       Section:       Capacity:       CAPACITY       COURSE #:       Section:       Capacity:         Grading Mode:       Special Approval Code:       □ Capacity:       Special Approval Code:       □ Capacity:       Part of Term       □ Open Learning:       Meetings:         □ Open Learning:       Duration:       Days:       Start Time:       End Time:       End Time:       Bldg/Room:         Capacity: </td
Schedule Type:
□ Managed Online (MOPS/RNAP) □ Hybrid   ■ Add: Create New Section/CRN □ Revise/Cancel/Reschedule: Signatures Required   □ Cancel: Signature Required after Schedule Build □ Change Instructional Method to Online/Synchronous/Hybrid   □ Change Part of Term, Times, Titles, Fees, Approvals    STEP 1: Current/New Course Details: fill out completely  CRN # (leave blank if new):  STEP 2: Revise/Reschedule—details to be updated.  Subject:  ABC
□ Cancel: Signature Required after Schedule Build  Change Instructional Method to Online/Synchronous/Hybrid □ Change Part of Term, Times, Titles, Fees, Approvals  STEP 1: Current/New Course Details: fill out completely  CRN # (leave blank if new):  Subject: ABC
STEP 1: Current/New Course Details: fill out completely  CRN # (leave blank if new):  Subject: ABC
CRN # (leave blank if new):  Subject: ABC
Subject: ABC
CR/HRS:3 Title (30 characters max):  Intro to the Alphabet  Special Approval Code (if applicable):  Grading Mode:  Standard letter Grade
Intro to the Alphabet  Special Approval Code (if applicable):  Grading Mode:  Special Approval Code:  Grading Mode:  Part of Term:  Part of Term  Open Learning:  Other (note other):  Open Learning: Duration:  Start date:  Start date:  End Date:  Bldg/Room:  Start Time:  Bldg/Room:
Special Approval Code (if applicable):  Grading Mode:  Standard letter Grade
Grading Mode:  Special Approval Code:  Special Approval Code:  Grading Mode:  Grading Mode:  Part of Term:  Part of Term  Open Learning: Duration:  Start date:  End Date:  Special Approval Code:  Grading Mode:  Weetings:  Days:  Days:  Start Time:  Bldg/Room:  Bldg/Room:
Standard letter Grade
Part of Term: Part of Term   ■1 = Full Term □1H = 1st Half □2H = 2nd Half   □Other (note other): Open Learning:   □Open Learning: Duration: Days: Start Time: End Time:   Start date: End Date: Bldg/Room:
■1 = Full Term □1H = 1st Half □2H = 2nd Half Open Learning:
□ Other (note other): □ Open Learning: Duration: Start date: End Date:  Capacity:    Meetings:   Days: Start Time: End Time: Bldg/Room:
Open Learning: Duration:  Start date:  End Date:  Days:  Bldg/Room:  Bldg/Room:
Start date:End Date:Bldg/Room:Bldg/Room:
Capacity:
20 Online Section Cap (Non-MOPS) Days: Start Time: End Time:
Managed Online Section (MOPS) Cap Bldg/Room:
Online Synchronous Cap On-Campus Parent (ITVP) Cap  Hybrid Section Cap Days: Start Time: End Time:
Hybrid Section Cap  Meetings: The following scheduling types have meetings:  Bldg/Room:  Bldg/Room:
• Hybrid (50% Online/50% on-campus)  Special Requests/Notations:
• 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.  Power T = Start Times 1200
Days, 1 Start Time, 1200 End Time, 1430  Figure Code: Amount \$
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
Reason for Revision/Cancel/Reschedule:
Instructor(s) last, first, banner #: Louie, Lobo 999999999
Fees: Code Amount \$
Signatures Required by Some Colleges & For All Cancellations & Reschedules  Department Chair:
College Dean:Date:
Online Scheduling Coordinator: Date: rev 9.25.17

Send Completed Forms to Extended Learning via Email: OnlineScheduling@unm.edu