Office of the Registrar | Scheduling Office
Section Update and Revision Form
Online | ITVP/Synchronous | Hybrid | Managed Online Programs

Form Initiated by Lobo Lucy                                      Title: Scheduling Coordinator          Date Submitted: 6/12/2018
Department: ABC                                      Email: ab@unm.edu          Phone: 999-999-9999

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
□ Cancel: Signature Required after Schedule Build
□ Revise/Cancel/Reschedule: Signatures Required
□ Change Instructional Method to Online/Synchronous/Hybrid
□ Change Part of Term, Times, Titles, Fees, Approvals

STEP 1: Current/New Course Details: fill out completely

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
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CRN # (leave blank if new): 44444

Subject: _______  Course #: _______
Section: _______

Title (30 characters max): __________
Intro to the Alphabet

Special Approval Code (if applicable): _______________________

Grading Mode:
□ Standard letter Grade □ Credit/No Credit □ Other _______

Part of Term:
□ 1 = Full Term □ 1H = 1st Half □ 2H = 2nd Half
□ Other (note other): _______________________
□ Open Learning: Duration: _______________________
Start Date: __________   End Date: __________

Capacity:
20 Online Section Cap (Non-MOPS)
□ 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.

Instructor(s) last, first, banner #: __________
Louie, Lobo 999999999

Fees: Code: _______   Amount $ __________

Crosslist or Offered With:
CRN __________    CRN __________
CRN __________    CRN __________

Signatures Required by Some Colleges & For All Cancellations & Reschedules
Department Chair: ______________________   Date: __________
College Dean: ______________________   Date: __________
Online Scheduling Coordinator: ______________________   Date: __________

Low enrollment and instructor is no longer able to teach this semester.

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