

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: abc@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  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): 44444

**Subject:** ABC **Course #:** 101 **Section:** 001

**CR/HRS:** 3 **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.

Days: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

Days: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

Days: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

**Special Requests/Notations:** \_\_\_\_\_

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

**Fees:** Code \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Signatures Required by Some Colleges & For All Cancellations & Reschedules**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Online Scheduling Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2: Revise/Reschedule—details to be updated.**

**CRN #:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Course #:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Capacity:** \_\_\_\_\_

**CR/HRS:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Special Approval Code:** \_\_\_\_\_

**Grading Mode:** \_\_\_\_\_

**Part of Term** \_\_\_\_\_

Open Learning: \_\_\_\_\_

**Meetings:**

Days: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

Days: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

Days: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

**Special Requests/Notations:** \_\_\_\_\_

**Instructor(s)** last, first, banner #: \_\_\_\_\_

**Fees:** Code: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Crosslist or Offered With:**

CRN \_\_\_\_\_ CRN \_\_\_\_\_

CRN \_\_\_\_\_ CRN \_\_\_\_\_

CRN \_\_\_\_\_ CRN \_\_\_\_\_

**Reason for Revision/Cancel/Reschedule:**

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