Office of the Registrar
Scheduling Office
APPROVED CROSSLIST Semester Add Form

☑ FALL ☐ SPRING ☐ SUMMER

☑ Add ☐ Cancel
☐ Revise/Change ☐ Cancel/Reschedule

Cancel & Cancel/Reschedule – Changes to Title, Part of Term, Dates, Credit Hours, Days, Time, Fee/Fee Code, and adding or removing a Special Approval. Signature of Department Chair and Dean required.

email to: onlinescheduling@unm.edu

TERM: 202380 Form Initiated by: Lobo Lucy Title: Department Scheduler

555-555-5555 (Phone Number) abc123@unm.edu (Email Address) Main Campus (**Campus**)

Home Department Information

Part of Term: 2H

Open Learning ☐ Duration _____ Number of Days Start: _____ End: _____

CRN #	Subject Code	Course #	Sec #	Course Title (30 characters only)
55555	ABC	101	001	Intro to the Alphabet

Section Cap.	Credit Hrs.	Days	Military Time	Building	Room
20	3	ARRO		ONLINE	UNM CANVAS

Course

Louie, Lobo (***Instructor (Last Name, First)**) 999999999 (**Banner ID**)

Fee Code _____ Amount $ _____

Instructor (Last Name, First) _____ Banner ID _____

Instructor (Last Name, First) _____ Banner ID _____

Section Comments: _____

Special Approval (check only one if applicable)

		Academic Advisor
		College Dean
		Department
		Faculty Advisor
		Honors Advisor
		Instructor
		Program Director

ABC Department Chair Signature (**Department Chair Signature**) 3/15/23 (**Date**)

Cross List Department Information

CRN #	Subject Code	Course #	Section Cap.	Approval Code	Fee Code	Amount	Department Chair Signature
New	DEF	101	5			$	DEF Department Chair Signature
99999	GHI	101	7			$	GHI Department Chair Signature
						$	
						$	

Home Department is responsible for all course updates and revisions during the term specified above. All revisions are to be submitted on a **Course Update & Revision Form**.

After obtaining APPROPRIATE SIGNATURES submit form to:

UNM Online Scheduling
onlinescheduling@unm.edu

For Scheduling Office Use Only

_____ Approved Crosslist

_____ Assigned Crosslist Code

_____ Entered by Date _____

Revised: 6/21/2018