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

Form Initiated by  Title:  Date Submitted: 6/12/2018

Department:  Email:  Phone: 999-999-9999

Year: □ Fall □ Spring □ Summer

Schedule Type: □ Online ($100 online fee applies) □ Synchronous Online ($100 fee applies)/On-Campus Parent (ITVP) □ 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): 
Subject:  Course #:  Section: 
CR/HRS: Title (30 characters max):

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:
___ Online Section Cap (Non-MOPS) ___ Managed Online Section (MOPS) Cap
___ Online Synchronous Cap ___ On-Campus Parent (ITVP) Cap
20 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: M Start Time: 1600 End Time: 1715
Bldg/Room: Need 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 $

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

Reason for Revision/Cancel/Reschedule:

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

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