Office of the Registrar
Scheduling Office
<u>APPROVED CROSSLIST</u> 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: _____   Form Initiated by:_____   Title: _____

_____   _____   _____
Phone Number   Email Address   **Campus**

Home Department Information

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

_____   _____   _____   _____   _____
CRN #   Subject Code   Course #   Sec #   Course Title (30 characters only)

_____   _____   _____   _____   _____   _____
Section Cap.   Credit Hrs.   Days   Military Time   Building   Room
Course

Fee Code _____ Amount $ _____

_____   _____
*Instructor (Last Name, First)   **Banner ID**

_____   _____
Instructor (Last Name, First)   Banner ID

_____   _____
Instructor (Last Name, First)   Banner ID

Section Comments: _____

_____

Special Approval (check only one if applicable)

	Academic Advisor
DN	College Dean
DP	Department
FA	Faculty Advisor
	Honors Advisor
	Instructor
	Program Director

_____   _____
Department Chair Signature   **Date**

Cross List Department Information

CRN #	Subject Code	Course #	Section Cap.	Approval Code	Fee Code	Amount $	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 <u>APPROPRIATE SIGNATURES</u>
submit form to:

UNM Online Scheduling
onlinescheduling@unm.edu

For Scheduling Office Use Only

_____ Approved Crosslist

_____ Assigned Crosslist Code

_____ Entered by   Date _____