

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): \_\_\_\_\_

Subject: ABC Course #: 101 Section: \_\_\_\_\_

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: \_\_\_\_\_ Online Section Cap (Non-MOPS)  
\_\_\_\_\_ Managed Online Section (MOPS) Cap  
10 Online Synchronous Cap 10 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: MW Start Time: 1630 End Time: 1745

Bldg/Room: WH 149 (Must be ITV 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_