## DEPARTMENT CHAIR SCHEDULE CHANGE FORM

This form can be used to change:
- Rooms
- Maximum Capacities
- Special Approvals
- Comments
- Corrections of mistake made by Registrar’s Office

This form cannot be used to change instructors, days, times, cancel a course, or add a new section or a new course to the schedule as this requires the signature of the appropriate Dean.

<table>
<thead>
<tr>
<th>Semester:</th>
<th>CRN:</th>
<th>SUBJECT:</th>
<th>COURSE NUMBER:</th>
<th>SECTION:</th>
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</thead>
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Please make the following change to the above course:

Signature of Department Chair/Designee | Date | Change Completed: (Office use only)

Fax to Registrar: (315) 267-2157