



BAYLOR UNIVERSITY: Add, Change, or Cancel Class Sections Request Form

All class changes must be submitted through this form. The only exception is during the two weeks following the optimizer run at the completion of the ClassAct process. During that 2 week period, departments may submit room only changes listed in an excel file exported from Astra.

Term*: _____ Requestor's Name*: _____ Date*: _____ Department*: _____

~~Please enter instructor and enrollment changes into [ChairSIS](#) when possible.~~

Action*			CRN* <small>(for changes and cancellations)</small>	Course & Section* <small>(i.e. ACC 2301-01)</small>	New Instructor	New Instructor ID	Existing Meeting Pattern(s) <small>(for changes only)</small>	New Meeting Pattern(s)
Add	Change	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room only change?			Building/Room: <input type="text"/>	Enrollment: <input type="text"/>	Restriction: <input type="text"/>	Instructor Approval Department Approval	Other Restrictions: <input type="text"/>	Comments: <input type="text"/>

Action*			CRN*	Course & Section*	New Instructor	New Instructor ID	Existing Meeting Pattern(s)	New Meeting Pattern(s)
Add	Change	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room only change?			Building/Room: <input type="text"/>	Enrollment: <input type="text"/>	Restriction: <input type="text"/>	Instructor Approval Department Approval	Other Restrictions: <input type="text"/>	Comments: <input type="text"/>

Action*			CRN*	Course & Section*	New Instructor	New Instructor ID	Existing Meeting Pattern(s)	New Meeting Pattern(s)
Add	Change	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room only change?			Building/Room: <input type="text"/>	Enrollment: <input type="text"/>	Restriction: <input type="text"/>	Instructor Approval Department Approval	Other Restrictions: <input type="text"/>	Comments: <input type="text"/>

Action*			CRN*	Course & Section*	New Instructor	New Instructor ID	Existing Meeting Pattern(s)	New Meeting Pattern(s)
Add	Change	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room only change?			Building/Room: <input type="text"/>	Enrollment: <input type="text"/>	Restriction: <input type="text"/>	Instructor Approval Department Approval	Other Restrictions: <input type="text"/>	Comments: <input type="text"/>

Action*			CRN*	Course & Section*	New Instructor	New Instructor ID	Existing Meeting Pattern(s)	New Meeting Pattern(s)
Add	Change	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room only change?			Building/Room: <input type="text"/>	Enrollment: <input type="text"/>	Restriction: <input type="text"/>	Instructor Approval Department Approval	Other Restrictions: <input type="text"/>	Comments: <input type="text"/>

Action*			CRN*	Course & Section*	New Instructor	New Instructor ID	Existing Meeting Pattern(s)	New Meeting Pattern(s)
Add	Change	Cancel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room only change?			Building/Room: <input type="text"/>	Enrollment: <input type="text"/>	Restriction: <input type="text"/>	Instructor Approval Department Approval	Other Restrictions: <input type="text"/>	Comments: <input type="text"/>

*Indicates Required Field

Please complete this form and return it to The Office of the Registrar via email at ClassRequests@baylor.edu.