

TWU Schedule Change Section Form

New Section (complete 1-4;
also complete 5 as applicable)

OR

Modify Existing Section
Cancel Section (complete 1 & 2a) **It is the department's responsibility to notify students about a course section cancellation.**

1. College _____ Semester _____ 20____

2a. Subject: Course Prefix _____ Course Number _____ Section _____

Title of Course _____

2b. New Course Information or Change From

Change To

Instructor Name _____

Instructor Name _____

Colleague ID. _____

Colleague ID _____

Campus _____

Campus _____

Building _____

Building _____

Room _____

Room _____

Time _____ Days _____

Time _____ Days _____

Section/Capacity _____

Section/Capacity _____

3. Justification

4. Location(s) (check all that apply)

TWU Classroom

Fully Distance Education (>=85%) %Online: %

Hybrid (>50 - <85%) %Online: %

TWU Laboratory

Videoconference % Online: %

TWU Computer Classroom

Off-campus (site other than TWU Campus/Out of State/Out of Country) *The Coordinating Board requires the University to designate off-campus courses and requires pre-approval. Classes cannot be scheduled without completion of the Coordinating Board approval process. (Note: Complete 5)*

5. Off-campus (Site other than TWU campus/Out of State/ Out of Country)

School, Building, Center, Etc. _____

Street _____ City _____ State _____ Zip _____

Time _____ Days _____

Section/Capacity _____

Approved _____
Academic Component Administrator Date

Approved _____
Dean Date

Instructions for Completing
TWU Schedule Change Section Form-All Campuses

This form is used to add a new section, delete a section, or make any changes to existing sections. Please **type** or **select** the correct option in all required fields as described below. The completed form should be approved and sent to University Scheduling for processing.

To **add** a section, complete 1-4. Complete 5 if off-campus instruction is offered.

To **cancel** a section, complete 1 & 2a. *Class sections must be cancelled by census date. The cancellation process should be expedited for the ease and convenience of our students.*

- *It is the department's responsibility to notify students about a course section cancellation.*

To **change** a section, complete 1 & 2a and other applicable items.

1. Enter the college, semester, and calendar year.
- 2a. Enter the course prefix (e.g., BIOL), course number (e.g., 4913), section number (e.g., 01) and title (e.g., Independent Study).
- 2b. Enter the instructor's name, Colleague ID Number (e.g., Doe, John; 12345678)

If a section is to be taught on a TWU campus, provide the campus, building, time, days, and expected section capacity. Include a room number in the space provided if a specific room is desired. An appropriate room will be assigned based on the information provided.

3. Justification. Provide a brief reason for the request.
4. Check all locations that apply to this course. Off-campus (Site other than TWU Campus/ Out of State/Out of Country) The Coordinating Board requires the University to designate off-campus courses and obtain pre-approval. Classes cannot be scheduled without completion of the Coordinating Board Approval process.
5. If the section is to be taught off campus by an on-site faculty member or by videoconference delivery, complete all Off-campus (Site other than TWU Campus/Out of State/Out of Country) Information.

This form must be approved by the Academic Component Administrator then the Dean of the College. The completed form is to be sent to University Scheduling.

For questions or concerns, please call University Scheduling at 940-898-3990 / 81-3990 or 81-3991.

Email to:
[University Scheduling](#)

Don't forget required approvals – We now accept typed and/or electronic signatures!