

Course Submission Form Instructions

A Course Submission Form is Needed:

Switching days and/or times on a class.

Switching from F2F to online or virtual, etc..

Changing from 1st 7wks to 2nd 7wks.

A Course Submission Form is Not needed:

Instructor updates/changes (chair approval)

Room changes (Dean/AD approval)

Cancelling sections (Dean/AD approval)

Enrollment limit updates (Dean/AD approval)