

**Office of the Registrar
Scheduling Office
Online/Hybrid WebCT Scheduling Form**

☐ FALL ☐ SPRING ☐ SUMMER
_____ YEAR

☐ Add ☐ Cancel
☐ Revise/Change ☐ Cancel/Reschedule

Cancel & Cancel/Reschedule – Must have Department Chair and Dean's approval/signatures when changes are made to dates, day, time, title, credit hours, special fee/fee code, and adding or removing special approval(s).

Form Initiated by: _____ Title: _____ Date Submitted: _____

Phone Number: _____ Email: _____ Campus Code : **EA**

Course Information

CRN _____ Subject Code: _____ Course Number: _____ Section: _____

Part of Term: _____ Open Learning _____ Duration _____ Start Date: _____ End Date: _____
(circle if applicable) (days)

Title: _____ Credit/No Credit _____ Credit Hours : _____ Special Approval: _____
(30 Characters Only)

Meeting Type 1: _____ Start Date: _____ End Date: _____ Days: _____ Start Time: _____ End Time: _____ Building: _____ Room: _____

Meeting Type 2: _____ Start Date: _____ End Date: _____ Days: _____ Start Time: _____ End Time: _____ Building: _____ Room: _____

Instructor (Last Name, First) _____ Banner ID # _____

Capacity: _____ Section Fee Code(s): _____ ☐ **Online Special Fee \$: 100.00** ☐ **Hybrid**
Fee Code F780

Online courses have a \$100.00 Special Fee in addition to course fees.

Contact Information

Contact Phone: _____

Contact URL: _____ Email: _____

Comments: ***Special course requirements at <http://online.unm.edu>***

After obtaining **APPROPRIATE SIGNATURES**
please submit form to:

**WebCT
New Media & Extended Learning
Attention: Kerry Renshaw
Phone: 277-8128 Fax: 277-8590**

Approvals

Department Scheduling Coordinator _____ Date: _____

Department Chair _____ Date: _____

Online Course Scheduling _____ Date: _____

Scheduling use only

Instruction Method: _____ ONL attribute: _____ Campus Code: _____ Entered by: _____