SCHEDULING AID

**SEMESTER: SPRING, 200****SUBMITTED BY:**

***FOR EACH CLASS YOU TEACH:***

1. If there are no changes from the previous semester, write “no change” on the form and return it to the Associate Dean of Academic Affairs; we’ll print the class as it appeared last time.

# OR

1. If there is a change, complete ***ALL THE FIELDS*** for the headings below – even if there is only one change to your class, complete all fields and circle the field that has changed.
2. If there is a day or time change, visit with the Academic Dean, then insert the day/time change in the comments section.

***FOR A NEW CLASS:***

1. Complete all the fields for the headings below.
2. In comment section, insert the days & times for the new course.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept Prefix | Course# | Course Title | Lecture  or Lab | Credit Hours | Contact  Hours | Instructor | Room Preference | Class Limit  (if no limit enter 999) | Estimated #  Of students | Courses which  Might conflict | Comments: (example: approved special fees, special begin/end dates, first class meeting) |
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***Return to the Associate Dean for Academic Affairs whether or not you have changes or new classes.***