# CCSF Schedule Change Form

## Minor Changes

**Term**  | **Department that houses the course** | **Include all exact data as list in Web4 Class Schedule**
---|---|---
Fall |  |  
Spring |  |  
Summer |  |  
**Year**  | **Department** | **CRN** | **Subject** | **Course** | **Section**  
---|---|---|---|---|---

**Requested Changes:**

<table>
<thead>
<tr>
<th>Currently in Schedule</th>
<th>Change to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Number</td>
<td></td>
</tr>
</tbody>
</table>
| Building & Room | Check with Campus or Center Room Scheduler  
See Office of Instruction website for contact information. |
| Days* |  |
| Start/end time* | from to  
from to |
| First/last date* | from to  
from to |
| Class capacity | Total number of students permitted to enroll |
| Section note for Time Schedule | Provide details about the course that are unique to the section: online access information, section focus i.e. guiding question, linked section instructions i.e. Math 80 support sections.  
Type in text exactly as it should be displayed in the Web4 Class Schedule. |

*Section days, times, and dates cannot be changed once students are enrolled*

## Justification for Minor Changes:

Include information necessary for scheduling such as: "no print," cohort restrictions, special program restrictions, unique address if not at a CCSF campus or Center, or Section Notes.

## Signatures:

<table>
<thead>
<tr>
<th>Requested</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Home Department Chair</td>
<td>Faculty Home School Dean</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Submit form to Schedule@CCSF.edu only after all signatures have been obtained.

If you do not see changes in Web4 Class Schedule or Argos Faculty Workload Distribution report, find original submission email and reply all with "update requested."

Minor Changes v 1.3, January 2019