

**Course Add/Change Form**

College: \_\_\_\_\_ Department: \_\_\_\_\_ Year: \_\_\_\_\_ Term: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**Edit:**  
**A** = Add course  
**D** = Delete/Cancel course  
**C** = Change

**Instr. Mode:**  
**P** = In Person  
**01** = Online only – TBA Mtg Pat  
**02** = Online only – w/ Mtg Pat  
**03** = Online – TBA w/ Few Campus Mtg  
**04** = Online – Mtg Pat w/ Few Campus Mtg  
**05** = 2Pat-Mtg Pat & TBA  
**06** = 2Pat-Mtg & OL Pat  
**10** = Online only – 2Pat  
**11** = Online-2Pat

**SUMMER ONLY**  
**Dates:**  
**10 wk** = 10 week course  
**5 wk1** = First 5 week course  
**5wk2** = Second 5 week course

**\*Please note:** All columns in a row must be completed only when adding a new class. If you require more rows, submit an additional form (no need to fill out top section).

Edit	Course Subject	Sec #	Component (Lec/Sem/Lab /Act/Sup)	Unit Value	Class Assoc #	Instr. Mode	Sched Print (Y/N)	Mtg. Pattern	Start Time	End Time	Empl ID (required to add Instr)	Enroll Cap	Consent Type (D/N)	Room Preference*	Dates (Summer only)	Comments: (LAB room, Class notes #, Class Topic, Off Campus)
A	EXAMPLE	01	LEC	3.0	1	P	Y	TR	0800	1000	TBA	5	D	MH 324	5 wk1	OFF CAMPUS, CLASS NOTE: 61, 97

\*Room will be scheduled on available basis.

**\*\*Required signatures – If signatures are missing request will be returned.**

You may submit this form via email to [trang.duong@sjsu.edu](mailto:trang.duong@sjsu.edu). The Docusign template is also available when you log in to your account.

Dean’s Signature or College Rep\*\* : \_\_\_\_\_ Chair’s Signature\*\* : \_\_\_\_\_