## SCHEDULE CHANGES, ADDITIONS, DELETIONS

**Term:**

**Year:**

### DEPARTMENT NAME

**APPROVED:**

**Dept. Chair**

**Date:**

**Dean:**

**Date:**

### INSTRUCTIONS:

To **ADD** and/or **DROP** a course, enter all information required below.

To **CHANGE** a course, enter the dept abbreviation, course number and section numbers and the information to be changed.

Please include day and time of the class if it is a room change.

**SPECIAL COURSE FEES:** All special course fees must be approved by the Vice Chancellor for Administration & Finance.

1. **Definition of Location:**
   - On-campus, Off-campus
2. **Definition of Delivery Method:**
   - N=Not distance ed. (e.g. course is a standard course-ENGL 100)
   - P=course is partially distance ed.(e.g. courses partially on-line)
   - T=course is totally distance ed. (e.g. SIC 700)

### Table

<table>
<thead>
<tr>
<th>Indicate if: Add, Drop, Change</th>
<th>Department</th>
<th>Catalog Number (e.g. 100)</th>
<th>Section</th>
<th>Check if change in Variable Credit(s)</th>
<th>COURSE TITLE</th>
<th>Credits</th>
<th>TIME BEGIN-END</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Location Preferred Bldg Room Nmbr</td>
<td>Maximum Class Size</td>
<td>2. Delivery of Instruction</td>
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</tbody>
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