

OFFICE OF INSTRUCTIONAL MANAGEMENT

INSTRUCTIONS FOR FILLING IN REQUIRED CLASS SCHEDULE CHANGE ORDER

1. Please use one change order per discipline; for example, only list changes in Biology on one change order and use a separate one for changes in Geography.
2. Fill in *Semester/Year*, i.e. Fall 2008; *Department*: i.e. *Arts and Humanities*; *Discipline*: i.e. *Fine Arts*; and Date you are submitting change order.
3. Indicate action to be taken: *Add, Change or Cancel Section*.
4. Fill in all relevant information for each Item #.
5. Make sure the Effective Date of the change is indicated; this is the day that the change will go into effect.
6. Use the instructor's official name as it appears in HR records and Banner ... no nicknames, maiden names, etc. ***Please make sure that the instructor has gone to HR and has a Banner ID# M000... BEFORE sending a change order to ensure he/she is in the system and has been approved to work.***
7. Change order MUST be SIGNED by DEAN/DIRECTOR; it is also best practice to have the Department Chair sign (Department Chairs can type in their name on the PDF form), but the change order will be processed as long as a Dean or Director's signature is on the form.
8. If the change order alters a full time instructor's load, please attach a revised *Full Time Instructor Assignment* with appropriate signatures. If an instructor is approved for excess teaching units, a memo must be attached to the change order.
9. Change orders with incomplete information will be returned.