



# Section Change Form

This form is used after round one Banner access has been removed.

WESTERN MICHIGAN UNIVERSITY

Date:			
Semester:		Year:	
Department:			
Course Prefix:			
<b>Please list one course prefix per change form submission.</b>			
Section change forms are usually completed within one day of receipt. If you do not see the changes in Banner, please contact Academic Scheduling at regi-roomscheduling@wmich.edu.			

## Section Change Form Instructions

1. Identify the class by the CRN
2. Enter the Course Number
3. Enter the Section Number
4. Complete **only** what you wish to have changed.

**Email the completed form to:**  
regi-roomscheduling@wmich.edu

**Please note:** If the section is to be added, please provide the following:

- section number, status, instructional method
- capacity, waitlist
- credit hours (lecture and lab contact hours as appropriate)
- days
- start and end date (if different than semester dates)
- start and end times
- building and room preferences (cannot be guaranteed)

	Add Cancel Change Delete	CRN	Crse No	Sect No	Status	Instruc Mthd	Appr	Linked Course		CourseTitle Limit 28 spaces	Cap	Wait List	Cr. Hrs.	Lec. Hrs.	Lab Hrs.	Days	Start Time	End Time	Start Date	End Date	Bldg	Room No.	
								Led (L)	Lab (B)														
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							

Special Instructions:

All Section Change Forms must be signed by the Department Chair and the College Dean. *Incomplete forms may not be processed.*

Department Chair Signature: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_

Please retain a copy of this form for your records.