

Section Schedule Changes (formerly "pink sheet")

Please list only one course prefix per sheet

Semester:	Year:

Department: Date:

If you do not see your department or course prefix, please write it in the field and we will add it to the list.

Course Prefix:

Be sure to identify class by CRN, course number **and** section number. If you are **adding** a class, please do not write in the CRN field and complete each field.

Complete only those items you wish changed.

Choose One	CRN	Crse No	Sect No	Cross List	Status	Instruc Mthd	Appr	Linked Course		Course Title <small>Limit 28 spaces</small>	Cap	Waitlist Max	Lec Hrs *	Lab Hrs *	Other Hrs *	Days	Start Time	End Time	Bldg Addr	Room No	Other Information: <small>Restrictions, fees, etc.</small>		
								Lec (L)	Lab (B)														

* Lecture + Lab + Other must equal MTE

1 contact hour = 50 clock minutes.

To determine the meeting-time-equivalent contact hours (MTE), the meeting time is converted to minutes, multiplied by the number of times the section meets in a week with that total divided by 50. For example, a lab that meets 1300 - 1650 once per week would be: (230 min *1) / 50 = 4.6 which rounds to 5. The MTE for this lab would be 5. The MTE and the contact hours for a course should be the same.

Department Chair Signature: _____

College Dean Signature: _____

Original to the Registrar's Office
 Email: regi-roomscheduling@wmich.edu
 Fax: 7-4986
Copy to Department Office

Registrar's Office Use Only	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Comments:
Initials: _____	