

Section Maintenance

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-2937

Year: _____ Term/Part of Term (POT): _____ / _____

DEPT & Course#: _____ (Ex: ENGL1010) Study Abroad? (Y/N) _____

Cross-Listed? (Y/N) _____

Course Title: _____

Sec#: _____ New or Existing: CRN = _____

Instructional Mode:

Requested Action (mark appropriate action/provide requested info):

Cancel Section

Add Modify Reactivate Section **Type:** Unrestricted / Restricted

Setup/Modify Cross-Listed Course Enrollment

Group Max Capacity: _____

Course# or CRN 1: _____ Sec Max Capacity: _____

Course# or CRN 2: _____ Sec Max Capacity: _____

Course# or CRN 3: _____ Sec Max Capacity: _____

Course# or CRN 4: _____ Sec Max Capacity: _____

Off Campus Site Location or Code: _____

Course Dates (begin/end):¹ _____

¹Complete only if dates differ from POT beg/end dates;
attach "Non-Standard Course Offering Request" as well.

Assign/Change Number of Credit Hours to: _____

Assign/Change Number of Seats to: _____

Assign/Change Days to: _____

Assign/Change Time to: _____

Assign/Change Instructor to: _____

FULL NAME: _____

U-NUMBER: U _____

Footnote Code(s): _____

Assign/Change Room to: _____

Dept Comments: _____

(Auth. Dept Signature)

(Phone)

(Date)

Please sign, date, copy and FAX to Scheduling, 678-2937.