

## Section Maintenance

Office of the Registrar, University of Memphis, 003 Wilder Tower / reg\_regsched@memphis.edu

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):<sup>1</sup> \_\_\_\_\_

<sup>1</sup>Complete 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: \_\_\_\_\_

\_\_\_\_\_  
Department - Authorized Signature

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chair Signature (Required for Final Exam Changes)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Dean's Signature (Required for Final Exam Changes)

\_\_\_\_\_  
(Date)