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**Office of Enrollment Services**

**Course Change/Add Request**

**Department**:       **Term**:       **Date**:

 **Check one: New Course** [ ]  **Modify Existing Course** [ ]

***Note: Adjustments impacting day and or time change to a course after the registration period has opened will result in a course cancellation, students dropped from their registration and a new section will need to be created.***

**CRN:**       **Course # (ex: ENGL 1010 001)**

**Long Title**:

**Location: KN** [ ]  **FL** [ ]  **PV** [ ]  **NE** [ ]  **WN** [ ]  **OTHER** [ ]  **WS** [ ]  **DC** [ ]

**Course Type: Lecture** [ ]  **Lab** [ ]  **Hybrid** [ ]  **Web** [ ]  **Studio** [ ]

**Max Enrollment**:

**Course Start Date**:       **End Date:**

**Meeting Day(s):**       **Meeting Time Start:**       **Meeting time End**:

**Room type: Standard** **[ ]  Electronic** **[ ]  Theater/Lecture Hall** **[ ]**  **DL** **[ ]  Other**

**Instructor’s Name Last** **First** **Banner ID**:

**Additional Comments**:

**Please submit to Melissa Braun, Assistant Registrar for processing at** mbraun@ccri.edu

**Approvals: Department Chair**:       **Academic Dean:**