Scheduling Office   CLASS ADJUSTMENT FORM   **The University of Utah**
Fax: 801-585-7524
Email: scheduling@sa.utah.edu

INSTRUCTIONS: For each addition fill out one block with the appropriate information. Please use multiple pages if needed.

Term: **Subject:**

Add: Change: Cancel:	Catalog #:	Section #:	Component:	Units:	Title/ Topic:	Days:	Times:	Standard Time Exception Requested: Y or N
	Capacity:	Suppress:	Dept or Instr Consent:		Class Dates:	Requested Room:	Instructor's Full Name:	Instructor's UID:
	Meets with:			Class Notes:				Attributes:

Add: Change: Cancel:	Catalog #:	Section #:	Component:	Units:	Title/ Topic:	Days:	Times:	Standard Time Exception Requested: Y or N
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	Meets with:			Class Notes:				Attributes:

Submitted by:_____ **Date:**_____ **Department Chair Signature:** _____

(during designated times)