

Class Schedule Actions 2024 Schedule	Spring	Build Phase May 16-June 20	Edit Phase July 28-Sept 11	Publish Phase Sept 25- May 16	
Add New Sections	✓	✓	✓	✓	
Delete Sections	✓	✓	✓	Stop Further Enrollment	
Change Session (Regular/3 wk/Mini)	✓	✓	✓	Session cannot change once students enroll	Meeting Dates must be entered for Mini Session
Change Topic	✓	✓	✓	Topic cannot change once students enroll	Stop Further Enrollment & Create New Section
Change Credit Hours	✓	✓	✓	Credit hours cannot change once students enroll	Stop Further Enrollment & Create New Section
Change Instructional Method (In Person/Web based)	✓	✓	✓	Instructional Method cannot change	Stop Further Enrollment & Create New Section
Change Status (Active>Stop Further Enrollment)	Delete Section	Delete Section	Delete Section	✓	
Add or Remove Department Consent	✓	✓	✓	✓	
Change Schedule Print (Yes or No)	✓	✓	✓	✓	
Combined With	✓	✓	✓	✓	
Link To Sections	✓	✓	✓	Contact Registrar Scheduler	
Instructor Change	✓	✓	✓	✓	Section must have a Primary Instructor with Post
Room Change	✓	✓	✓	✓	Check with the Dean's Office for classroom availability
Change Time/Meeting Pattern/Dates	✓	✓	✓	✓	
Change Enrollment Cap	✓	✓	✓	✓	
Designations (TSLC, ECO, OER)	✓	✓	✓	Contact Registrar Scheduler	