Academic Scheduling

AB Forms are accepted between the publication of schedule & before the first day of the part of term.

Action	Approval Prior to Registration Opening (No Enrollment)	Approval After Registration Opens (With Enrollment)
Add Section	Form AB	Form AB
Cancel Section	Form AB	Form AB
Change Part of Term (Start & End Dates)	Form AB	Form AB-Cancel section & Add section with new POT
Change Meeting Dates/Times	Form AB	Form AB-Cancel section & Add section with new meeting pattern
Change Schedule Type/Delivery Method	Form AB	Form AB-Cancel section & Add section with new type or method
Place Section on Reserve/Activate Reserved Section/Add Independent Study or Individualized Learning	Email or Form AB with Associate Dean approval	Form AB or email with Associate Dean approval
Add/Change Instructor(s)/Facilitator(s)/TA(s)	Email or Form AB with Associate Dean approval	Email or Form AB with Associate Dean approval
Add/Adjust Reserve Seating	Email or Form AB with Associate Dean approval	Form AB or Email with Associate Dean approval
Adjust Enrollment Max, Waitlist Capacity, or Crosslist Capacity	Email or Form AB with Associate Dean approval	Form AB or Email with Associate Dean approval
Change Credit Hours for Variable Credit Hour Course	Email or Form AB with Associate Dean approval	Form AB or Email with Associate Dean approval (Student schedules must be adjusted)
Add/Change Section Number/Update Special Topics Title	Email (Associate Dean approval not needed)	Email (Associate Dean approval not needed)
Change Classroom*	Email (Associate Dean approval not needed)	Email (Associate Dean approval not needed)

AB Forms must have original or digital signatures from department chair and associate dean. They can be emailed to Academic Scheduling (academicscheduling@siue.edu).

*General classroom change requests do not require an AB Form. Please email Academic Scheduling (academicscheduling@siue.edu) with details regarding classroom request. Classroom changes will be made to the best of our ability with consideration of availability, capacity, technology, accessibility, and the needs of the greater university community.

**Individualized Learning & Independent Study courses without meeting patterns may be added after the start of the part of term