Class Edits - Registrar Access Only

The changes below can only be processed by the Registrar's Office. Use the guidelines below to determine if a change is permitted. To request a change, submit a Class Section Form to update a class..

Section-level requisites

Are students enrolled?

Yes

No

Will the change open the class to more students?

No

Yes

Stop. Requisites cannot further restrict enrollment after enrollment has begun.

Submit form to request the change.

Credits & Continuing Education Units

Are Students Enrolled?

No

Yes

Is the change within the Min/Max units range listed in CU-SIS Course Inventory?

Yes

No

Stop. Course proposal form needed to change min/max units, then submit a Cancel Request Form, then rebuild in Schedule New Course. Then, submit a Class Form to request the change before students enroll.

Stop. Class needs to be cancelled and rebuilt with credit adjustment prio rto students re-enrolling.