

LEHMAN COLLEGE
Office of the Registrar
COURSE/SECTION CHANGE FORM

Use this form to cancel or modify a course offering submitted on the **COURSE REQUEST FORM** or to **add** a class not previously submitted. All entries on this form (except room changes) require the written approval of the appropriate dean.

When a room is needed, please enter **TBA** (to be assigned).

ADDITIONS AND CANCELLATIONS

A (Add) or C (Cancel)	COURSE DISCIPLINE & NUMBER	COURSE SECTION (include alpha code)	TIME (enter time only if it is not indicated by a section alpha code)	BLDG & ROOM	INSTRUCTOR	COMMENTS
SAMPLE: A	PSY 166	A01	M-07:55-09:55 and T-07:55-08:50	G-203	C. Freud	meets with SOC 166

MODIFICATIONS (to be used only for items to be changed)

FOR: COURSE DISCIPLINE & NUMBER	COURSE SECTION (include alpha code)	CHANGE TO: TIME (enter section alpha code or actual time)	BLDG & ROOM	INSTRUCTOR	
SAMPLE: MSH 114	B01	C01	SP 206		

_____/_____
 TERM YEAR

DEPARTMENT/PROGRAM HEAD:

 SIGNATURE DATE

DEAN:

 SIGNATURE DATE