

# Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

## Class Schedule Maintenance Form

<b>Department:</b>								<b>Contact Email:</b>								<b>Date:</b>							
<b>Contact Name:</b>								<b>Contact Number:</b>								<b>Semester/Year:</b>							
Action Code(s)	CRN	Subj	Course	Sec	Campus	Sch. Type	Inst. Method	Grade Mode	Dept Appr	Part of Term	Cr Hrs	Class Size	Days	Time	Bldg	Room	Inst ID	Inst Name	Writ. Enhan.	Hon.	ACE	100% Online	**Proposed Textbook ISBN #
<b>**Proposed Textbook ISBN # only required for action codes 1, 2, and 11; if ISBN not available please provide Title, Author, Edition Number, and publication date in notes.</b>																							
<b>Special Notes (SSATEXT):</b>																<b>Special Title (30 characters or less)</b>							
<b>Required Signatures for Approval</b>								<b>Notes to Registrar Staff</b>								<b>For Registrar Staff Use only</b>							
<b>DIV/DEPT Chair:</b> (All Action Codes)																<b>Processed by:</b>							
<b>Academic Dean:</b> (All Action Codes 1&2)								<b>Notes from Registrar Staff</b>								<b>Processed Date:</b>							
<b>Assoc. Vice President:</b> (Action Codes 1&2)																<b>Sent to Bearkat Bundle?</b>							

Submit to [schedule@shsu.edu](mailto:schedule@shsu.edu) for processing

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Action Code		Schedule Type				Instructional Method	
<b>1</b>	Add course not previously scheduled	<b>1</b>	Lecture	<b>H0</b>	Hybrid Individualized	<b>1</b>	Face to Face
<b>2</b>	Open additional section of course previously scheduled	<b>2</b>	Lab	<b>H1</b>	Hybrid Lecture	<b>2</b>	Internet
<b>3</b>	Change schedule type	<b>3</b>	Practicum	<b>H2</b>	Hybrid Lab	<b>6</b>	Hybrid (Please choose option below)
<b>4</b>	Change instruction method	<b>4</b>	Seminar	<b>H3</b>	Hybrid Practicum	<b>Grade Mode</b>	
<b>5</b>	* Change grade mode*	<b>5</b>	Independent Study	<b>H4</b>	Hybrid Seminar		
<b>6</b>	Department approval	<b>6</b>	Private Lesson	<b>H5</b>	Hybrid Ind. Study	<b>U</b>	Undergraduate
<b>7</b>	Change part of term*	<b>8</b>	Thesis	<b>H8</b>	Hybrid Thesis	<b>G</b>	Graduate
<b>8</b>	Change hour credit	<b>9</b>	Dissertation	<b>H9</b>	Hybrid Dissertation	<b>I</b>	Undergraduate with IP
<b>9</b>	Change time and/or day section meet	<b>C</b>	Clinical	<b>HC</b>	Hybrid Clinical	<b>P</b>	Graduate with IP
<b>10</b>	Change location of section	<b>X0</b>	Online Individualized	<b>OL0</b>	Online Live Individualized	<b>C</b>	Credit /No Credit
<b>11</b>	Change instructor	<b>X1</b>	Online Lecture	<b>OL1</b>	Online Live Lecture	<b>Y</b>	Developmental Pass/Fail
<b>12</b>	Make taught with (crosslist)	<b>X2</b>	Online Lab	<b>OL2</b>	Online Live Lab	<b>Campus</b>	
<b>13</b>	Change attributes	<b>X3</b>	Online Practicum	<b>OL3</b>	Online Live Practicum		
<b>14</b>	Add Notes	<b>X4</b>	Online Seminar	<b>OL4</b>	Online Live Seminar	<b>M</b> Main Campus <b>TWC</b> The Woodlands Center <b>COM</b> College of Medicine <b>O</b> Out of Country/Off Campus	
<b>15</b>	Add special title	<b>X5</b>	Online Ind. Study	<b>OL5</b>	Online Live Ind. Study		
<b>16</b>	Add prerequisite to section	<b>X6</b>	Online Priv. Lesson	<b>OL8</b>	Online Live Thesis		
<b>17</b>	Capacity Change	<b>X8</b>	Online Thesis	<b>OL9</b>	Online Live Dissertation		
	*- Only available until registration opens	<b>X9</b>	Online Dissertation	<b>OLC</b>	Online Live Clinical		
		<b>XC</b>	Online Clinical				

Subject	Course	Section	Instruction Method Options for Hybrid Courses	
			<b>Split Week</b>	Course meets in person Tuesdays, online on Thursdays.
			<b>Split Week</b>	Course meets in person Thursday, online on Tuesday.
			<b>Split Week</b>	Course meets in person on Mondays, online on Wednesdays.
			<b>Split Week</b>	Course meets in person on Wednesdays, online on Mondays.
			<b>Split Semester</b>	Course meets in person at the start of the semester and then online the second half of the term.
			<b>Split Semester</b>	Course meets remotely at the start of the semester and then in person the second half of the term.
			<b>Night/Weekend</b>	A hybrid course that meets once per week in person, with approximately half the contact hours conducted in an active online environment.
			<b>7A/7B/Mini</b>	A course that meets in a compressed timeframe, with half the coursework delivered online. A 7A course may meet MWF for an hour each day, with 3 additional hours of online work expected.
			<b>Other</b>	Please describe: