Request for Condensed Courses or Off-Campus Locations

Office of the Registrar

☐ Original Request ☐ Revised Request

Complete this form to request the creation in Banner of (1) condensed courses, or (2) off-campus locations.

Form Submission:
Prior to registration – email directly to the Registrar's Office (schedulechanges@atu.edu) for processing.
After registration has begun – the Dean must email this form with a Course Addition or Course Change form (as appropriate) to academicaffairs@atu.edu; from there, approved changes will be sent to the Registrar's Office for processing.

Condensed Courses (courses with dates different from the full-term): List all course subjects/numbers of cross-listed courses (e.g. BIOL/PHSC 1004, JOUR 4123/5123)

CRN * Registrar Use	Subject	Number	Section	Begin Date	End Date	Instructional Method	Evaluations
						Please select...	☐ Evaluate
							☐ Evaluate
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Off-Campus Locations (location other than Tech Campus): Complete if location is not available in Banner. Enter actual meeting site and city/state (e.g. Alma Elementary; Alma, AR)

Site where class will meet	City and State	Code
		Please select...

Updated November 13, 2012