



CHANGE YOUR MIND
Sage

Course Section Change Request

Note: Please submit a separate form for each course-section change made after the final proofreading of any schedule. Send the completed change form to the appropriate Dean for signature and forward to the Registrar's Office.

COLLEGE: Russell Sage College Sage College of Albany Sage Graduate School

TERM:(Fill in year and circle term)

20 _____ Fall Spring Summer I Summer II

ADD COURSE SECTION:

| | | | | | |
|---|-------------|--------------|--|----------|----------|
| Dept. | Catalog No. | Course Title | Credits | Location | Max. Cap |
| Instructor Last Name | | First Name | L / O / A L(onload)O(overload)A(adjunct) (Circle One) | Load Cr. | |
| Secondary Cross Listing(s) (if any) | | Day | Time | | |
| Reason for adding course section: _____ | | | | | |

DELETE COURSE SECTION:

| | | | | | |
|----------------------------|-------------|---------|--------------|---------|----------|
| Dept. | Catalog No. | Section | Course Title | Credits | Location |
| Reason for Deletion: _____ | | | | | |

REVISE COURSE SECTION:

| | | | | | |
|---------------------------------|-------------|-------------------|--------------------------------|---------|-------------------|
| Dept. | Catalog No. | Section | Course Title | Credits | Location |
| FROM: | | | TO: | | |
| Location: _____ | | | _____ | | |
| Instructor: _____ | | | _____ | | |
| Last Name | | First Name | Last Name | | First Name |
| Load (L / O / A) _____ | | Load Credit _____ | Load (L / O / A) _____ | | Load Credit _____ |
| L(onload) O(overload)A(adjunct) | | | L(onload)O(overload)A(adjunct) | | |
| Day/Time: _____ | | | _____ | | |
| Cross Listing(s): _____ | | | _____ | | |
| Other: _____ | | | _____ | | |
| Reason for revision: _____ | | | | | |

| | | |
|--|-----------------|------------|
| Department Chair/Program Coordinator or Director _____ | Signature _____ | Date _____ |
| Appropriate College Dean _____ | Signature _____ | Date _____ |

Registrar's Office Use Only
 Input Date _____
 By _____

CC: _____

Version date: 07/17/03