

WHAT AM I TRYING TO ACCOMPLISH?	INFORMATION REQUIRED FOR REQUEST TO CLASSES
<p>Update an Instructor If you want to change or add an instructor to Banner.</p>	<p>CRN, Subject, Course Number, Section, Instructor's Name, and Instructor's ID</p>
<p>Update Max Enrollment If you want to increase or decrease the number of students allowed to register for this section.</p>	<p>CRN, Subject, Course Number, Section, New Max Enrollment number</p>
<p>Update the Part of Term (POT) If the start and end date of the section needs to be changed. Please note the only dates available are those already approved and published on academic calendar.</p>	<p>CRN, Subject, Course Number, Section, New Part of Term</p>
<p>Update the Schedule Type If the modality of the section needs to be changed. Please note only the approved options are available for use. The approved options are listed in the university catalog.</p>	<p>CRN, Subject, Course Number, Section, New Schedule Type</p>
<p>Reserve Seats If you want to reserve seats for a specific population.</p>	<p>CRN, Subject, Course Number, Section, Number of Reserved Seats, Reserved Population's Attribute</p>
<p>Update the Meeting Days and Times If you want the meeting days and times entered or changed. Please adhere to the SCMT policy.</p>	<p>CRN, Subject, Course Number, Section, Days and Times of instruction *make sure your times align with the Institutions Standard Course Meeting Time Policy.</p>
<p>Update a Section Title If you want the section title changed. Please note this option is reserved only for Independent Studies and Selected Topics.</p>	<p>CRN, Subject, Course Number, Section, New Title</p>
<p>Update Credit Hours for Variable Credit Hour Sections If the variable credit hours were not provided and need to be updated. Please note fixed credit hours cannot be changed.</p>	<p>CRN, Subject, Course Number, Section, Locked Credit Hours</p>
<p>Departmental Approval If you need the student to get prior approval before registering for a class.</p>	<p>CRN, Subject, Course Number, Section</p>
<p>Update Section Notes If you need basic pertinent information visible to the student. For example "Permission Only".</p>	<p>CRN, Subject, Course Number, Section, and the Notes you want to added.</p>