Instructions for *Request for Changes to the Schedule of Classes (Form 75)*

A REG 0100 (commonly known as Form 75) is required to make changes to course scheduling for a given semester. Changes such as, cancellations, days or times, maximum enrollments, secondary titles, and cross-listing courses can be made using the form. Adding new courses must also be done using a REG 0100 (i.e. Form 75). The links to the form and instructions follow:

http://eforms.siu.edu/siuforms/info/reg0100.html

http://registrar.siu.edu/staff/classroomchange.php

Cancellations

1. Type in the subject abbreviation in the space for subject abbreviations
2. Type in the semester in the space for semester
3. Go to the second area, Cancellations
4. Type in the course number(s) in the Course Number column
5. Type in the section(s) in the Section(s) column
6. Type in the CRN in the CRN column

Change in Days, Times, or Locations (changes for only one course per form)

1. Type in the subject abbreviation in the space for subject abbreviations
2. Type in the semester in the space for semester
3. Go to the third area, Change in Days, Times, or Locations
4. Type in the course number(s) in the Course Number column
5. Type in the section(s) in the Section(s) column
6. Type in the CRN in the CRN column
7. Type in the current day(s) and time(s) in the Old Time and Days columns
8. Type in the new day(s) and time(s) in the New Times and Days columns
9. Choose a reason for the change from the drop down list.
10. Provide a justification for the change requested. Approvals will be granted on necessity of change requested. Items listed in drop-down box above are considered valid reasons for requesting a change. If your reason for change is not listed, be detailed in the justification.

Change in Maximum Enrollment

1. Type in the subject abbreviation in the space for subject abbreviations.
2. Type in the semester in the space for semester

3. Go to the fourth area, Change in Maximum Enrollment
4. Type in the course number(s) in the Course Number column
5. Type in the section(s) in the Section(s) column
6. Type in the CRN in the CRN column
7. Type in the current max enrollment in the From Number column
8. Type in the new max enrollment in the To Number column

Other Changes (cross-list, secondary titles)

1. Type in the subject abbreviation in the space for subject abbreviations
2. Type in the semester in the space for semester
3. Go to the fifth area, Other Changes
4. Type in the course number(s) in the Course Number column
5. Type in the section(s) in the Section(s) column
6. Type in the CRN in the CRN column
7. Type in the changes not covered by the other areas

To process and submit form

1. Form must be approved by the Chair of the department and Dean of the College.
2. Submit the form via email to scheduling@siu.edu .