

The University of Pittsburgh

CLASS SECTION UPDATE FORM

University Registrar Office Use Only

Class Section # _____

1. Add Cancel Change
2. Term _____ Subject _____ Catalog (Course) # _____ Class (CRN) # _____
3. Description (Short Course Title) (30 Characters) _____
4. **Basic Data:** Session _____ Start Date _____ End Date _____ Component (Course Type) _____
5. Associated Class Number _____ Location _____ Schedule Print
6. Special Topics Title (Free Format Topic) (30 chars) _____ 7. Class Attributes _____

8. **Meeting Pattern:**

Start Time	End Time	Days	Building/Room	Instructor Name & Empl ID

9. **Enrollment Control:** Special Permission/Departmental Consent Required
 Special Permission/Instructor Consent Required
- Enrollment Capacity _____ Room Characteristics _____
 (Total # for this **section only**, not to include total capacity of a combined set of sections.)

10. **Reserve Capacity:**
- | | | | |
|------------------|----------------|-------------------------|---------------------------|
| Start Date _____ | End Date _____ | Requirement Group _____ | Capacity Enrollment _____ |
| Start Date _____ | End Date _____ | Requirement Group _____ | Capacity Enrollment _____ |
| Start Date _____ | End Date _____ | Requirement Group _____ | Capacity Enrollment _____ |

11. **Class Requisites:** Requirement Group _____

12. **Combined Sections (Cross Listed):**

Subject	Catalog Number	Class Number	Enrollment Capacity

13. **Special Instructions:**
- _____
- _____
- _____
- _____
- _____
- _____

Academic Unit Representative/Preparer (Please Print)	Date	Dept/Div Chair/Academic Dean	Date	Dean/Campus President	Date
Preparer's Email address			Univ Ext	University Registrar's Use Only	
				Entered By	Date

Class Section Update Form Directions

Please leave all shaded areas blank

1. **Indicate action requested:** Add, Cancel, or Change.
2. **Indicate:**
 - Term**
 - Subject**
 - Catalog (Course) Number**
 - Class (CRN) Number**
3. **Indicate the Description (Short Course Title) of the course.**
4. **Indicate the Basic Data:** Session Code, Start Date, End Date, and Component (Course Type).
The Components are as follows: Clinical, Colloquium, Correspondence, Directed Studies, Independent Study, Internship, Laboratory, Lecture, Mass Media, Practicum, Recitation, Seminar, Thesis / Dissertation, Workshop.
5. **Indicate the Associated Class Number.**
 - Indicate the Location if other than Pittsburgh.**
 - If you would like the course to appear in the Schedule of Classes, check the *Schedule Print Box*.**
6. **Indicate Special Topics Title (Free Format Topic)** specific to this class section.
7. **Indicate the Class Attributes**, i.e. honors (UHC), WEB, WRIT, UESP, etc.
8. **Indicate the Meeting Pattern in the respective columns.** (Instructor information entered by Department Contact.)
9. **Select one of the given Enrollment Control options:**
 - Departmental Consent Required**, if you would like the student to seek Department consent before being able to register.
 - Instructor Consent**, if you would like the student to seek instructor consent before being able to register.
 - Indicate the Enrollment Capacity**, the maximum number of students that are permitted to enroll.
 - Indicate the Room Characteristics**, the specific accessories the room must have. (i.e. media, data port, etc.)
10. **Reserve Capacity:**
 - Indicate the Start Date** when the seat(s) should be reserved if different from the first day of registration for term specified.
 - Indicate the End Date** when seat(s) will be released.
 - Indicate the Requirement Group**, specify any requirements that students must have in order to enroll in the class.
 - Capacity Enrollment**, the number of seats to be reserved for the requirement group indicated.
11. **Class Requisites:**
 - Indicate the Requirement Group** where all seats are reserved for a specific group of students. For example, an engineering class may want to be restricted to engineering students only.
12. **Combined Sections (Cross Listed)**, indicate the class information of all sections that will be combined (cross listed).
13. **Indicate Special Instructions.**
 - Indicate Start/End Dates**, if different from line 4.
 - Indicate Stop Enroll**, if you would like to ensure that no additional students register regardless of circumstances.
 - Indicate Tentative**, if you would like to create a class, but do not currently want it open for enrollment. Valid grading basis options follow.

Undergraduate: LG Letter Grade OP1 Letter Grade, Honors/Satisfactory/Unsatisfactory OP2 Letter Grade, Satisfactory/No Credit SU3 Honors/Satisfactory/Unsatisfactory S/NC Satisfactory/No Credit (Replaces S/N)	Graduate: GLG Letter Grade GO1 Letter Grade, Honors/Satisfactory/Unsatisfactory GO2 Letter Grade, Satisfactory/No Credit GS3 Honors/Satisfactory/Unsatisfactory GSN Satisfactory/No Credit	For First Professional Medicine Only: GO3 Letter Grade, SU5 SU5 Honors/High Satisfactory/Satisfactory/ Low Satisfactory/Unsatisfactory
---	---	--