

# Course Section Maintenance (CSM)

PSU Academic Scheduling

<b>A</b>	<b>Action: (please check one):</b> <input type="checkbox"/> <b>ADD</b> new course <input type="checkbox"/> <b>CHANGE</b> existing course <input type="checkbox"/> <b>CANCEL</b> existing course						
	Use for:	<b>Term/Year</b>	<b>Subject</b>	<b>Course#</b>	<b>Section</b>	<b>CRN</b>	<b>Credits</b>
	*Add *Change *Cancel						
<b>Course Title</b> (30 characters max. Remember to include spaces, punctuation and TOP:, SEM:, etc as applicable): _____							

<b>B</b>	Use for:	<b>Campus Code</b> _____	<b>Icons: (if applicable)</b> (for display in schedule) <input type="checkbox"/> WEB (fully online, no class meeting) <input type="checkbox"/> Partially Online (reduced meetings) <input type="checkbox"/> Televised Distance Education <input type="checkbox"/> CBL (community based learning)	<b>Grade Modes:</b> (check one) <input type="checkbox"/> A-F Only <input type="checkbox"/> Audit Only <input type="checkbox"/> P/NP Only <input type="checkbox"/> In-Progress <input type="checkbox"/> Optional : A-F or P/NP	<b>Publication Status:</b> (please check one) <input type="checkbox"/> Print <input type="checkbox"/> No Print <input type="checkbox"/> Suppress CRN 🖨️	<b>Dept Approval?</b> <input type="checkbox"/>				
	*Add *Item to Change	<b>Class Size Information</b>	<b>Cross-listed Courses</b>		<b>Instructor Information:</b>					
		Section Size: _____	Subject	Course#	Section#	CRN	PSU ID	Name	%	Primary
		Waitlist Size: _____								<input type="checkbox"/>
		<b>Overall Cross-list Class Size:</b> _____							<input type="checkbox"/>	

<b>C</b>	<b>Meeting Times/Days</b>								
	Use for:	<b>Part/term code (SUMMER TERM ONLY):</b> _____				(Use 24 hour clock, i.e. enter 1300 for 1:00 pm)			
	*Add *Room Change Request	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
	<b>Begin</b>								
	<b>End</b>								
	<b>Dates for partial term classes:</b> (ALWAYS provide a footnote below with date(s) for partial term classes.)								
<b>Current Building/Room:</b> _____									
<b>Is this a room change request? Please enter reason for change:</b> _____									
<b>Room Attributes (optional)</b>									
<b>WARNING:</b> Indicate only required attributes, the more you list, the less likely you are to be roomed.									
<b>Chair Style</b> (Please indicate only one):			<b>Instruction Boards</b>		<b>Technology</b>				
<input type="checkbox"/> Tablet Arm Chairs			<input type="checkbox"/> Chalkboard		<input type="checkbox"/> Technology Enhanced			<input type="checkbox"/> Televised Distance Education	
<input type="checkbox"/> Tables & Chairs			<input type="checkbox"/> Markerboard		<input type="checkbox"/> Mid-Tech Interface			<input type="checkbox"/> Computer Lab (hands-on workstations)	
<input type="checkbox"/> Fixed Tablet Arm Chairs			<input type="checkbox"/> Either		<input type="checkbox"/> A/V Deliverable (video/audio)			Check one: <input type="checkbox"/> Mac <input type="checkbox"/> PC	
					<input type="checkbox"/> None				

<b>D</b>	<b>Restrict enrollment to:</b>			<b>Billing Method:</b> _____		<b>Footnotes</b>	
	College Code #	Major Code	Class				
	*Add *Item to Change	<input type="checkbox"/> Non-admit		Fee Code 1:	Fee \$:	Enter existing footnote(s) # here: _____ If this is a new footnote, enter text below:	
		<input type="checkbox"/> Fresh		Fee Code 2:	Fee \$:		
		<input type="checkbox"/> Soph		Fee Code 3:	Fee \$:		
	<input type="checkbox"/> Jr		Fee Code 4:	Fee \$:			
	<input type="checkbox"/> Sr						
	<input type="checkbox"/> PB						
	<input type="checkbox"/> Grad						
<b>Other Change(s)/Comments:</b> _____							

<b>E</b>	Use for:	<b>Dept Scheduling Coordinator:</b> _____	<b>Date:</b> _____	<b>Route to:</b> Scheduling Office
	*All Actions	<b>Dept Approval:</b> _____	<b>Date:</b> _____	<b>Mail Code:</b> ADM <b>Drop-off:</b> NH 104
		<b>Department:</b> _____	<b>Phone:</b> _____	FOR OFFICAL USE ONLY
				Scheduling: _____
				Registration: _____
				Comments: _____