

Submitting Changes to Class Scheduling (classschedule@calpoly.edu)

Cancelling or Changing a Class

When sending a request to cancel or change a class, please provide the Subject, Course, Section and Class number – for example, ENGL 134-25 (1234) – and any information being changed, like instructor name and EmplID. This ensures that we cancel or change the correct class. Changes to meeting days or times, as well as consent type and other registration constraints, will require that the existing section be cancelled and a new one added to replace it.

Adding a Class

When sending a request to add a class, please provide the following information, in list format:

- Subject, Course and Section number
- Instructor Name and EmplID
- Print = Yes or No
- Requested room capacity
- Enrollment capacity
- Meeting days & times and/or TBA hours
- Room, if your own space,
or if we're holding one for you
- Variable unit course set to fixed unit value,
Reserve seats, Topic or Notes, when applicable

- Cancel CM 420-01 (5678)
- Add CM 420-02, Associated Class 2
- Print to PASS
- Set at 3 units
- Topic: Construction Service Learning
- TR 4:10-6:00pm in 186-B203, plus 2 hours TBA
- Instructor: Doe, John empl#001234567
- Room Cap: 26, Enroll Cap: 18, Waitlist Cap: 99
- Reserve all seats for CM Majors only (through add/drop)
- Note: 160

**Please use
list format,
as in this
sample request.**

Room Changes

When requesting a room change, please provide the following information:

- Subject, Course, Section and Class number – like, ENGL 134-25 (1234)
- Requested room capacity
- Special room characteristics (smart, multimedia, distance learning, PC or Mac computer lab)
- Reason for change