Class Edits - Maintain Schedule of Classes

Use the guidelines below to determine if you can make a change to an existing section without cancelling/rebuilding. If access has been shut off, use this as a guide for which forms are needed to make changes.

**Session Code**
- Has a room been assigned?
  - Yes
    - Is it a proprietary room?
      - Yes
        - Stop. Needs cancelled/rebuilt. Notify enrolled students, submit Course Cancellation Form, build new section in Schedule New Course.
      - No
        - No
          - Do not Process
          - Yes
            - Are students enrolled?
              - Yes
                - No
                  - Have students been notified?
                    - Yes
                      - Notify students, then make change or submit Class Form if access has been shut off.
                    - No
                      - Make change or submit Class Form if access has been shut off.
              - No
                - Change any time

**Meeting Pattern**
- **Section Number**
  - **Instruction Mode**
    - Are students enrolled?
      - Yes
        - No
          - Make change or submit Class Form if access has been shut off.
      - No
        - Change any time