



**ITFS CLASS MAINTENANCE
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES**

Optional Begin / End Date		Department/Program		Course Campus Code <input type="checkbox"/> Tempe (M); <input type="checkbox"/> West (W); <input type="checkbox"/> Polytechnic (E); <input type="checkbox"/> Downtown Phx (D)			Course Discipline and Line No.		Type				
Year		<input type="checkbox"/> Fall; <input type="checkbox"/> Spring; <input type="checkbox"/> First 5-week Summer; <input type="checkbox"/> Second 5-week Summer; <input type="checkbox"/> 8-week Summer											
Action <input type="checkbox"/> New Section <input type="checkbox"/> Change existing Section <input type="checkbox"/> Cancel Section <input type="checkbox"/> Reinstate Scheduled Class (show type and section); (show schedule line no.); (show schedule line no.); (show schedule line no.)													
Semester Hours Min. Max		TITLE (complete only for courses with variable title. Maximum 40 characters – 20 per line)											
		FIRST LINE (20 characters)				SECOND LINE (if needed, 20 characters)							
TIME AND LOCATION *PM; Enter "P" only if 12:00p.m. (noon) or later						INSTRUCTOR **Staff Indicator; S-Staff; N-New Staff							
BEGIN		END		DAYS	*SI*	ASU I.D. NO.	NAME (Last, First, M.I.)						
TIME	PM*	TIME	PM*										
FOOTNOTE FLAGS				FACULTY CODE			SPECIAL FUND Code		CAMPUS FUNDING				
1	2	3	4	Content	No Conflict	"Z" Grade	No.1	No. 2	% of 2	Period <input type="checkbox"/> after 21 st day	Mode <input type="checkbox"/> ITFS Course	T - Tempe W - West E - Polytechnic D - Dwn town Phx O - Ext Ed/Tempe R - Ext Ed/West C - Ext Ed/ Polytechnic P - Ext Ed/ Dwntown Phx	
NOTES (E.G., "Note: Above class meets Feb.15 – Mar 22")													
Schedule Line No.	Section	Capacity	Status	Building	Room	Con- tent Code	Schedule Line No.	Section	Capacity	Status	Building	Room	Con- Tent Code

SIGNATURES (only those relevant to these course offerings).

Requester	Date	Department/Program	Date
Dean (Tempe)/Director (West)	Date	Distance Learning Technology	Date
Division of Instructional Programs	Date	Summer Sessions	Date
Academic Facilities / Scheduling	Date		