Administrative Memo Workflow

What is the change?

Course Cancellation  |  Time Addition/Change  |  Day Addition/Change  |  Adding/Changing Room  |  Changing Credit Hours  |  Changing Campus Code  |  Changing Part of Term  |  Changing Section #  |  Changing Instructional Method  |  Changing Max Enrollment  |  Changing Course Rubric

Does this require an admin memo (only if students are enrolled)?

YES  |  YES  |  YES  |  NO  |  YES  |  YES  |  YES  |  YES  |  NO  |  YES

***Changes will NOT be made until BOTH the blue card AND the administrative memo are received.

***The administrative memo and blue card can be found on the Registrar’s homepage under the “forms” tab.

***Instructor changes do not require a blue card or admin memo. These changes can be made at any time in SSASECT.

Updated 5/23/16