

## CHANGE OF SCHEDULE/ROOM TRANSFER NOTICE

\_\_\_\_\_  
Date

To/For : Registrar  
Class Schedule Programmer

Name of Faculty : \_\_\_\_\_

May I request that the following class(es) be

( ) permanently changed ( ) transferred to another room

on the date specified. Please find the original and new schedule(s) below.

Original Schedule					New Schedule					Date of Change	
Prog Code	Course Code	Day	Time	Room	Prog Code	Course Code	Day	Time	Room	From	To

Reasons/Remarks: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature/Date

\_\_\_\_\_  
Chair's Signature/Date

\_\_\_\_\_  
Dean's Signature/Date

Approved:

\_\_\_\_\_  
Class Schedule Programmer

\_\_\_\_\_  
University Registrar

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Approved:

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Class Schedule Programmer

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