Submitting Change Requests for Unplaced Classes
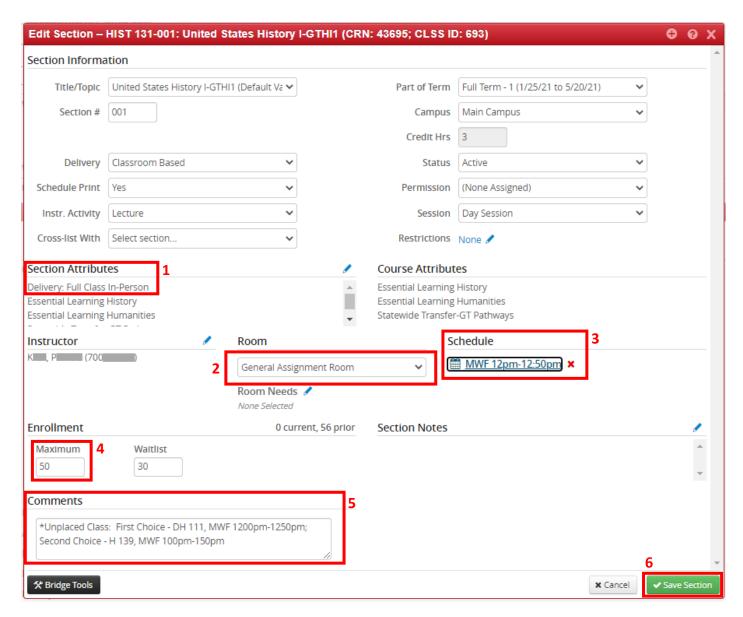

1. Review and adjust your **Section Attribute**, if you are moving to a "Partial Class w/Web" format and selecting a smaller classroom.
2. Be sure that "**General Assignment Room**" is selected.
3. Adjust your **Schedule** if moving course to a different time.
   a. If you have a first and second choice, please change the schedule to your first choice. If we are unable to accommodate your first choice but can make your second choice work, the Registrar's Office will adjust the schedule.
4. Review and adjust **Enrollment Maximum** if you are moving your class to an open classroom with a smaller capacity.
5. Required: Add Comment beginning with "***Unplaced Class:** " and provide the specific details of your request, including the room and schedule to which you are wanting to move the unplaced class.
6. **Save Section** to submit your request.