## Class Scheduling Change of Master (COM) Processes and Flowchart

## Note

Submit requests using COM: <a href="https://ecom.phoenixcollege.edu/auth/login">https://ecom.phoenixcollege.edu/auth/login</a>

Clarifies which requests submitted to *Class Scheduling* by Academic Departments after *Schedule Building Phase* is dosed for a term need Administration approval:

## Approval Not Required:

- Cancellation
- Classroom change (aka Facility ID)
- Date change except if change indicates "Late Start," i.e., adate which falls after the first week of a term
- Day/ Time change
- Enrollment Capacity incresse
- Enrollment Capacity decresse only if associated with a classroom change (aka Facility ID) to one with lower room capacity
- New Course for non-credit
- Exceptions which are many and varied for every term

## Approval **Required**:

- ALL Instructor Assignments
- Date change to "Late Start," i.e., any date which falls after the first week of a term\*
- Enrollment Capacity decrease only if unassociated with a classroom change (aka Facility ID) to one with lower room capacity
- Instruction Mode change\*
- Location change, i.e. from PC MAIN to OFF STE\*
- New Class (including dual enrollment and excluding non-credit)
- Special Projects/ Independent Study
- Special load requests for existing classes including more or less than full course workload assigned in catalog/ curriculum
- Exceptions which are many and varied for every term

Submit suggestions for improvement to <u>irene.ruiz@phoenixcollege.edu</u>

<sup>\*</sup>Reference 01/2015 PC Curriculum Committee Minutes