



- The following are standard subject prefix and description:

<b>SUBJECT AREA</b>	<b>DESCRIPTION</b>
AMEREXP	American Experience
ANSO	Anthropology/Sociology
ANTH	Anthropology
ART	Art
ARTHIST	Art History
BIO	Biology
CAPSTONE	Capstone
CHI	Chinese
CORE	Core
ECON	Economics
HIST	History
HUM	Humanities
INQUIRY	Modes of Inquiry
INTS	International Studies
JPN	Japanese
LINGUIS	Linguistics
LIT	Literature
LRNCLSTR	Learning Cluster
MATH	Mathematics
MUSIC	Music
PACBASIN	Pacific Basin
PE	Physical Education
PHIL	Philosophy
PHYS	Physics
POLISCI	Political Science
PSYCH	Psychology
REL	Religion
SA	Study Abroad
SBS	Social and Behavioral Sciences
SOC	Sociology
SPA	Spanish
WELL	Health and Wellness
WRITG	Writing

**PROCEDURE**

- Area Coordinators submit the signed Class Schedule Request Form to the Dean of Faculty.
- The Dean of Faculty will review schedule of classes for any modifications **including days and times of classes.**
- Once the Schedule of Classes has been reviewed and approved by the Dean of Faculty, the Registrar verifies information for accuracy; inputs information into PeopleSoft, and the schedule will be ready for online and hard copy publications.
- The Registrar will be responsible for classroom assignments; however, faculty Members may e-mail the Registrar and request the status of available rooms. If any unused room is available when needed, the Registrar will confirm reservation via e-mail.
- SUA Bookstore should be notified when schedule of classes is finalized



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## **CLASS SCHEDULE CHANGE PROCEDURE**

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### **PURPOSE**

To provide a procedure for changing class schedule.

### **POLICY**

After a schedule of classes has been published, any necessary changes must be processed to insure accuracy. To control such processing, the **"Request for Class Schedule Change"** has been created.

### **Responsibility**

Registrar

### **PROCEDURE**

- Additions, cancellations, and changes including days/times, instructor and enrollment limit must be signed and routed to the Dean of Faculty Office.
- The Dean of Faculty must approve course cancellations and or changes. Approved changes will be routed to the Registrar's Office for processing.
- SUA Bookstore should also be notified for any changes that affect textbook orders.