

**How to Fill Out SIMS Class Schedule Change Form**

		Adding (A)	Changing Existing (C)*	Deleting (D)	
<b>Required Fields to Complete</b>	<b>Line 1</b>	Transaction Type	X	X	X
		Course Abbreviation	X	X	X
		Course Number	X	X	X
		Suffix	X	X	X
		Section Number	X	X	X
		Session Code (if Summer)	X	X	X
		Year and Term	X	X	X
		Section Status	X		
	<b>Line 2</b>	Catalog Number	X		
		Schedule Number <small>(assigned by Academic Scheduling)</small>	X	X	X
		Course Units (total)	X		
		Print Control	X		
	<b>L3</b>	Projected Enrollment Limit	X		
	<b>Line(s) 5 - 8</b>	Line Sequence	X	X <sup>#</sup>	
		CS Number	X		
		Adjusted CCU <small>(Course Credit Units)</small>	X		
		Begin Time	X		
		End Time	X		
		Days	X		
		Building	X		
Room Number		X			

\* Include any other fields that are changing.

<sup>#</sup> If line related fields, line sequence is required