Instructions for Course Section Modification Request Form on Etrieve

Step 1: Login to Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Form

Step 4: Click on Course Section Modification Form under the Faculty Form section

Step 5: Complete the form.

- Each form can submit up to 5 additions/changes/cancellations. Please submit additional forms if more than 5 are needed.
- When selecting changed, please fill out the original information in the first section and all new information in the new section. If certain information is staying the same, please type "same" under the new section.
- Education level is only required when an adjunct will be teaching the course.

SWOSU
Southwestern Oklahoma State University

Course Section Modification Request

Student Affairs

The Department Chair will notify Ratcliffe's Book Store and the Alma Mater Merc of any course modification (section addition, deletion, limit changes).
A class roll will be sent to the Department Chair responsible for notifying students of class changes and deletions.

When selecting changed, please fill out the original information in the first section and all new information in the new section. If certain information is staying the same, please type "same" under the new section.
Education level is only required when an adjunct will be teaching the course.

The Following Section Has Been | **For Academic Year** | **Semester**

Choose Year

Justification

The Following Section Has Been (2) | **For Academic Year (2)** | **Semester (2)**

Choose Year

Justification (2)

The Following Section Has Been (3) | For Academic Year (3) | Semester (3)

Choose Year

Justification (3)

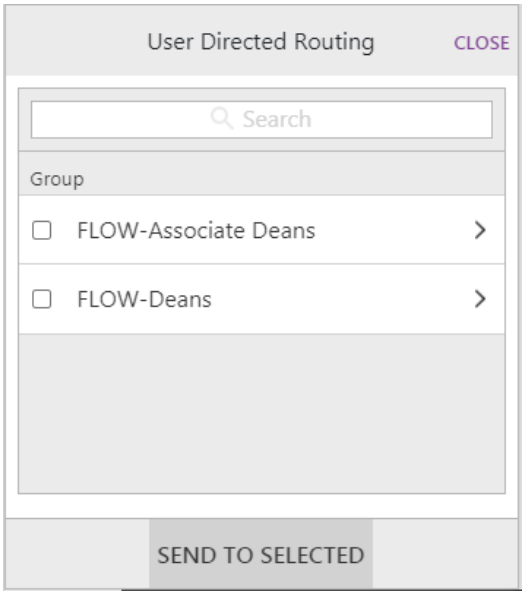
The Following Section Has Been (4) | For Academic Year (4) | Semester (4)

Choose Year

Justification (4)

The Following Section Has Been (5) | For Academic Year (5) | Semester (5)

Choose Year

Justification (5)

Step 6: Submit the form to the appropriate Associate Dean or Dean. Click on the arrow to the right for the appropriate group. All names will then be listed, please select the appropriate name and click “Send to Selected”. The form has now been submitted.