

**Case Western Reserve University
Schedule of Classes Data Request Form**

Add/Inactivate Standard Class Notes

Requestor Name Requestor Phone Number Requestor Email

School Acad Org/Dept

Discontinue Existing Note? If yes, enter class note number:

Fill out the following fields if requesting a new class note

Class notes can be entered directly by departments as free text. If it is known that more than one course will commonly share a note, the University Registrar's Office can create a Standard Class Note so that the text does not have to be re-typed. So that we can uniquely name the standard note such that it can be found and easily used for the intended purpose, please indicate what course or courses will use the note or indicate some other descriptive text that summarizes usage for the note.

Course ID (if known), Course subject(s), Course catalog #(s), or uses for this note (e.g., ITN offering):

First term new note is required:
Semester Year

Note text

REGISTRAR USE ONLY

Class note number
Effective Date
Effective Status
Description