

JACKSON STATE UNIVERSITY
STUDENT RECORDS SYSTEM
MASTER SCHEDULE FILE (MFORM) UPDATES

	ACTION ¹	COURSE KEY			COURSE TITLE	CAPACITY ²	CRED HRS	ACT TYPE ³	Blackboard Course Delivery					
		SUBJECT	NUMBER	SECTION					Online ⁴		Hybrid ⁵		Supplement ⁶	
									Yes	No	Yes	No	Yes	No
1														
2														
3														
4														
5														

	INSTRUCTOR				MEETING TIME/PLACE					
	J NUMBER	LAST NAME	FIRST NAME	MI	% INSTRUCTION	STARTING TIME	ENDING TIME	DAYS	BLDG	ROOM
1										
2										
3										
4										
5										

This form must be filled out completely for each course and signatures below are required before the Office of the Registrar can process the form.

Department Chair

Date

Dean

Date

Vice President for Academic Affairs

Date

Executive Director for Distance Learning

Date

¹	A = Add a Course	C = Change Course Contents	D = Delete a Course Section	X = Change Course Key	B = Traditional Course Blackboard Enabled
²	Seating capacity for the course				
³	LEC = Lecture	LAB = Laboratory	SEM = Seminar		
⁴	Online sections should be designated section numbers 80-89.		Yes = Online with qualifying Instructor of Record.		No = Not Online.
⁵	Hybrid sections should be designated section numbers 60-69.		Yes = Hybrid with qualifying Instructor of Record.		No = Not Hybrid.
⁶	Traditional course using Blackboard as a supplement to enhance or extend the traditional class. "Blackboard enabled" provides 24/7 access for students to syllabi, assignments, notes, articles, presentations, and handouts.		Yes = Enable To Use Blackboard.		No = Do Not Enable