Form A. Traditional Course Delivery Only*

Semester Select

JACKSON STATE UNIVERSITY

STUDENT RECORDS SYSTEM

MASTER SCHEDULE FILE (MFORM) UPDATES

	ACTION[1]	COURSE KEY			COURSE TITLE	CAPACITY[2]	CREDIT HOURS	ACT TYPE[3]
		SUBJECT	NUMBER	SECTION				
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

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		

*NOTE: Complete FORM B to gain access to Blackboard for a Traditional (face-to-face) Course.

REVISED
10:39 am, Oct 18, 2013