RUTGERS
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Form to Add, Drop, or Change a Course
(Master Course List Revision Form)

Please follow these instructions carefully:

1. Departments should email this form to the Dean's Office for each course. This form is used to update the Master Course List (MCL), which is an inventory of all courses that could be offered by the department. Adding a new course to the MCL does not automatically make it available for printing in the Schedule of Classes for registration. Therefore, a separate notification **must** be sent to the Scheduling Office to add this course to the Schedule of Classes and **activate it** for registration. Courses that are not offered for a particular semester should not be dropped from the MCL. However, when a department decides to discontinue offering a course permanently, this form should be used to drop the course from the MCL.
2. After a course has been approved by the Dean's Office, this form should be emailed to Kamini Chopra at kamini.chopra@echo.rutgers.edu.

Course Transaction: ***Change*** Existing Course: ☐ New Course: ☐

Type of Change(s):

Credit: ☐ Title: ☐ Number: ☐ Description/Prereq/Coreq/Special Notation: ☐
(Please only include these items if there are changes being made.)

From School: Supp: Subj: Course: Credit: Prefix:
Short Title (max 20 characters):
Full Title (max 80 characters):
Prereq:
Coreq:
Special Notation: ***This is where you can input "Open to class year", "Credit not given for", exact equivalency, cross-listing, or indication that the course is Core Certified (for internal use only).***
Description: ***Please copy and past the course description here. The description should be catalog-ready, about 30 words, and not more than 500 characters.***

To School: Supp: Subj: Course: Credit: Prefix:
Short Title (max 20 characters):
Full Title (max 80 characters):
Prereq:
Coreq:
Special Notation:
Description:

Effective as of:

Term: ***Fall*** Year:

A. Originated by: First _____ Last _____ Date _____
B. Approved by: First _____ Last _____ Date _____
C. Processed by the University Scheduling Office: Scheduling Officer _____ Date _____

*** For a new course to be activated for registration**, please contact the Scheduling Office with detailed information, such as meeting time, stop point, etc.