



Class Scheduling Change of Master (COM) Processes and Flowchart

Note

Submit requests using COM: <https://ecom.phoenixcollege.edu/auth/login>

Clarifies which requests submitted to *Class Scheduling* by Academic Departments after *Schedule Building Phase* is closed for a term need Administration approval:

Approval **Not Required**:

- Cancellation
- Classroom change (aka *Facility ID*)
- Date change – except if change indicates “*Late Start*,” i.e., a date which falls after the first week of a term
- Day/Time change
- *Enrollment Capacity* increase
- *Enrollment Capacity* decrease only if associated with a classroom change (aka *Facility ID*) to one with lower room capacity
- New Course for non-credit
- Exceptions which are many and varied for every term

Approval **Required**:

- ALL *Instructor Assignments*
- Date change to “*Late Start*,” i.e., any date which falls after the first week of a term*
- *Enrollment Capacity* decrease only if unassociated with a classroom change (aka *Facility ID*) to one with lower room capacity
- *Instruction Mode* change*
- *Location* change, i.e. from PC MAIN to OFF SITE*
- New Class (including dual enrollment and excluding non-credit)
- *Special Projects/ Independent Study*
- Special load requests for existing classes including more or less than full course workload assigned in catalog/curriculum
- Exceptions which are many and varied for every term

*Reference 01/2015 PC Curriculum Committee Minutes

Submit suggestions for improvement to irene.ruiz@phoenixcollege.edu

