

Requester's Name: \_\_\_\_\_

## *Electronic Course Scheduling (ECS)*

***Step 1 - Check one role only:***

- College Role: Will provide access to update class data all subject and classrooms in the specified college or administrative unit.
- Department Role: Will allow access to update class data and departmental classrooms for specific subjects within a college.

***Step 2 - Provide a List Department ID's and/or Academic Orgs:***

- For classes with terms from summer 2008 and earlier - provide the 3 digit Academic Org code(s).
- For classes with terms from fall 2008 or later - provide the 5 digit Department code(s).

ACADEMIC ORGS (3 DIGIT CODE)	DEPARTMENT ID (5 DIGIT CODE)

[Click here for a list of Academic Orgs.](#)