WVU OFFICE OF ADMISSIONS AND RECORDS
INSTRUCTOR ADD/CHANGE FORM
Fax – 3-8991

All Fields must be completed for each course, Failure to do so will result in changes not being processed. Please check to make sure that you have the correct CRN, correct Instructor Id, and that the instructor does not have a time-conflict.
(Form SIAASGQ in Banner will allow you to view the instructor's schedule for any given term.)

Submitter's Name and Signature (Required by Internal Audit)_____

CRN	Subject Code	Course Number	INSTRUCTOR ID NUMBER (**No Social Security Numbers**)	PERCENT RESPONSIBILITY	INSTRUCTOR NAME LAST, FIRST