

SCHEDULE ENTRY FORM FOR CATALOG COURSES ONLY

ACADEMIC DEPT USE ONLY:

No: _____

All information is required for Scheduling. For courses to be considered for funding by HED, students must be registered by Census Date, which is the third Friday of the term.

Date Submitted _____ **Term** _____ **Year** _____ **New** _____ **UPDATE** _____ **CANCELLATION** _____

This form is to be used for initial schedule submission and/or updates to currently scheduled courses. Enter each course offering on a separate line. Indicate in the comments section those courses requiring permission of the instructor to register. Proposed courses, which have not yet been approved by Curriculum Committee for addition to the regular curriculum will not be scheduled until approval from Curriculum Committee, VP of Instruction & HED are in place. All courses must meet the minimum hours of contact time specified in the college catalog. Any courses not meeting contact time will not be scheduled and placed on hold.

LEAVE BLANK If update/ cancellation list section#	FACULTY FIRST/LAST NAME & ID	DEPT	COURSE #	DAYS OFFERED	TIMES (S) (AM/PM)	BLDG/ ROOM	ENROLL LIMIT	DUAL CREDIT	COMMENTS	LOCATION
					Start:					
					End:					
					Start:					
					End:					
					Start:					
					End:					
					Start:					
					End:					

APPROVAL:

1) _____
Academic Director Date

2) _____
Distance Education Coordinator Date

3) _____
Vice President of Instruction Date

REGISTRAR OFFICE USE ONLY: Entered: _____ Date: _____ Verified by: _____ Date: _____