

LOS MEDANOS COLLEGE - Office of Instruction

Schedule Revision

Engl 70 - 1275 FA/10 6/17/10
 Subject Area Course # Section # Title Sem/Yr Date

Multiple:
 No
 Yes: NOTE other Course & Sect Inf

Create a new section (other than 900's):

Units _____ Days _____ Times _____ Dates _____ Room _____ Instructor _____ Waitlist Max _____
 Contract Info:
 A Re-print Load F
 AC C other _____

Change to a current section (see below):

Cancellation: (_____ Instructor _____ Pay hrs due _____ Room _____ Days _____ Times _____) Re-print Load F
 Staff / Contract Change:

Please check below to NOTIFY STUDENTS

FROM:
N. Ybarra _____ ID# _____ % _____ # of hrs _____ Load _____ Instr Meth _____
 TO:
N. Ybarra _____ ID# _____ % _____ # of hrs _____ Load .30 Instr Meth _____
 NEW HIRE
S. Toruño _____ ID# _____ % _____ # of hrs _____ Load .15 Instr Meth _____
 NEW HIRE

- Office of Instruction Use Only:
- _____ Roster Printed (XROS)
 - _____ wIntegrate
 - _____ Schedule
 - _____ Re-print Load Rpt
 - _____ Room Book
 - _____ Sign printed
 - _____ Sign posted
 - _____ Students notified
 - _____ Sch. Rev. Summary

Unit / Day / Time / Date / Room Change:
 FROM: _____ Unit _____ Days _____ Times _____ Dates _____ Room _____
 TO: _____ Unit _____ Days _____ Times _____ Dates _____ Room _____
 Other: _____
 _____ Dept Chr Initials _____ Dean's Signature
 Comments: _____

DISTRIBUTION:
 White - Instruction Office
 Yellow - Dept Chr
 Pink - Payroll / Personnel
 Goldenrod - Switchboard / Counselor

LOS MEDANOS COLLEGE - Office of Instruction

Schedule Revision

ATH 26 - 1059 FA/10 6/17/10
 Subject Area Course # Section # Title Sem/Yr Date

Multiple:
 No
 Yes: NOTE other Course & Sect Inf
PE 26 - 1468

Create a new section (other than 900's):

Units _____ Days _____ Times _____ Dates _____ Room _____ Instructor _____ Waitlist Max _____
 Contract Info:
 A Re-print Load F
 AC C other _____

Change to a current section (see below):

Cancellation: (_____ Instructor _____ Pay hrs due _____ Room _____ Days _____ Times _____) Re-print Load F
 Staff / Contract Change:

Please check below to NOTIFY STUDENTS

FROM:
 _____ ID# _____ % _____ # of hrs _____ Load _____ Instr Meth _____
 TO:
 _____ ID# _____ % _____ # of hrs _____ Load _____ Instr Meth _____
 NEW HIRE
 _____ ID# _____ % _____ # of hrs _____ Load _____ Instr Meth _____
 NEW HIRE

- Office of Instruction Use Only:
- _____ Roster Printed (XROS)
 - _____ wIntegrate
 - _____ Schedule
 - _____ Re-print Load Rpt
 - _____ Room Book
 - _____ Sign printed
 - _____ Sign posted
 - _____ Students notified
 - _____ Sch. Rev. Summary

Unit / Day / Time / Date / Room Change:
 FROM: _____ Unit MW Days 7-8:20 pm Times _____ Dates _____ Room _____
 TO: _____ Unit TH Days 5-6:20 pm Times _____ Dates _____ Room _____
 Other: _____
 _____ Dept Chr Initials _____ Dean's Signature
 Comments: _____

DISTRIBUTION:
 White - Instruction Office
 Yellow - Dept Chr
 Pink - Payroll / Personnel
 Goldenrod - Switchboard / Counselor