

LOS MEDANOS COLLEGE - *Office of Instruction*

Schedule Revision

Subject Area _____ Course # _____ Section # _____ Title _____ Sem / Yr _____ Date _____

Multiple:
 No
 Yes: **NOTE other Course & Sect info.**

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

_____ Units _____ Days _____ Times _____ Dates _____ Room _____ Instructor _____ NEW HIRE Waitlist Max _____

Contract Info:
 A Re-print Load Rpt
 AC
 C Position ID _____

Change to a current section (see below):

Cancellation: (_____ Instructor _____ Pay hrs due _____ Room _____ Days _____ Times _____) Re-print Load Rpt

Staff / Contract Change:

Please check below to
 NOTIFY STUDENTS

FROM:

| | | | | | |
|------------------|-----------|---------|----------------|------------|------------------|
| Instructor _____ | ID# _____ | % _____ | # of hrs _____ | Load _____ | Instr Meth _____ |
| Instructor _____ | ID# _____ | % _____ | # of hrs _____ | Load _____ | Instr Meth _____ |

Contract Info:
 A Re-print Load Rpt
 AC
 C Position ID _____

TO:

| | | | | | | |
|------------------|-----------------------------------|-----------|---------|----------------|------------|------------------|
| Instructor _____ | <input type="checkbox"/> NEW HIRE | ID# _____ | % _____ | # of hrs _____ | Load _____ | Instr Meth _____ |
| Instructor _____ | <input type="checkbox"/> NEW HIRE | ID# _____ | % _____ | # of hrs _____ | Load _____ | Instr Meth _____ |

Contract Info:
 A Re-print Load Rpt
 AC
 C Position ID _____

Zero Text Book

From: Zero Text
 Not Zero Text

TO: Zero Text
 Not Zero Text

Unit / Day / Time / Date / Room Change:

FROM:
 _____ Unit _____ Days _____ Times _____ Dates _____ Room _____

TO:
 _____ Unit _____ Days _____ Times _____ Dates _____ Room _____

Other: _____

Office of Instruction Use Only:

_____ Colleague
 _____ Schedule
 _____ Re-print Load Rpt
 _____ Sign Printed
 _____ Students Notified
 _____ Sch. Rev. Summary

_____ Dept Chr Initials

_____ Dean's Signature

Comments: _____

DISTRIBUTION:
 White - Instruction Office
 Yellow - Payroll / Personnel
 Pink - Dept. Chair