

TIMETABLE ADDITIONS, CANCELLATIONS AND AMENDMENTS

Please Note: **ONE FORM PER COURSE.** This form must be filled out COMPLETELY and have the Division Chair signature before any changes to the timetable will be considered by the Dean and Registrar. Please submit to the Dean when completed.

Date _____

Semester _____ Winter _____ Summer 1 (indicate dates _____) _____ Summer 2 (indicate dates _____) _____ Fall	YEAR _____
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<u>Additions and Amendments</u>	
Course code _____	Course Name _____
Instructor _____	Is this a change of Instructor? _____
Day(s) _____	Times _____
Course Limit _____	Room _____
Is this a change of Day(s)? _____ Time? _____ Limit? _____ and/or Room? _____	
Topic Course Code _____	
Topic Course Name _____	
Topic/Workshop Description (if applicable)	

Material Fee? Yes _____ No _____	Amount \$ _____
Addition or Amendment Requested by _____	

<u>Cancellation</u>	
Course code _____	Course Name _____
Reason: No Instructor _____	
Low Enrollment _____	
Other: _____	

Division Chair Signature _____
Dean Signature _____
Registrar Signature _____

REGISTRAR'S OFFICE ONLY
Processed by: _____
Date _____