|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**\_\_\_\_\_\_\_\_\_ | **APPROVAL** | **DATE SENT TO SCHEDULER** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SPRING | \_\_\_\_\_\_\_ DIVISION CHAIR | **DATE PROCESSED** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SUMMER | \_\_\_\_\_\_\_ AREA DEAN |  |  |
| FALL | **CAMPUS**  VISALIA  TULARE  HANFORD  ONLINE  OFF-CAMPUS | | |

**COMPLETE ALL REQUIRED FIELDS – DO NOT LEAVE BLANKS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MODIFICATION**  **CANCEL - NO STAFF**  **CANCEL – LOW ENROLL  CANCEL – REBUILD**  **CANCEL – CLERICAL ERR.**  **CANCEL – SCHED. DEV.**  **\_\_\_\_ # ENROLLED**  **\_\_\_\_ ADJ. CANCELED**  **CLASS COMP. FORM**  **SENT TO ACAD. SERV.**  **UN-CANCEL**  **ADDITION**  **ACTIVATION**  **INACTIVATE**  **VISIBLE IN CLASS SEARCH?**  **YES  NO** |  | **NEW/CURRENT…** | **CHANGED TO…** | **DONE** |
| **CRN** |  |  |  |
| **SUBJECT & COURSE #** |  |  |  |
| **TIME(S)** |  |  |  |
| **DAY(S)** |  |  |  |
| **SHORT TERM DATES** |  |  |  |
| **# OF WEEKS** |  |  |  |
| **UNITS** |  |  |  |
| **CAPACITY** |  |  |  |
| **BUILDING(S)** |  |  |  |
| **ROOM(S)** |  |  |  |
| **INSTRUCTOR FULL NAME** |  |  |  |
| **BANNER ID** |  |  |  |
| **SPLIT LOAD INSTRUCTOR** |  |  |  |
| **BANNER ID** |  |  |  |

**FOR ACADEMIC SERVICES USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE OUTLINE TOTALS** |  | **CALCULATIONS** | | |
| \_\_\_\_\_\_ LECTURE HOURS |  | LECTURE | LAB | ACTIVITY |
| \_\_\_\_\_\_ LAB HOURS | # OF DAYS SCHEDULED FOR COURSE | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ ACTIVITY HOURS | # OF CONTACT HOURS PER DAY | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
|  | TOTAL | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| **PAYROLL INFORMATION** | **NOTES/ADDITIONAL CALCULATIONS** | | | |
| \_\_\_\_\_\_\_ SEMESTER LECTURE HOURS |
| \_\_\_\_\_\_\_ SEMESTER LAB HOURS |
| \_\_\_\_\_\_\_ SEMESTER ACTIVITY HOURS |
| \_\_\_\_\_\_\_ SICK LEAVE HOURS |
|  |
| **DATE FORWARDED TO PAYROLL & HR** |
|  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DATE AND INITIAL |