**REEDLEY COLLEGE SCHEDULE MODIFICATION FORM**

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| Fall |       | Spring | 2011 | Summer |       |

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| **Social security numbers are required for all instructors to avoid duplicate entry of instructor into DATATEL. For all new hire instructors, please provide the date of birth also.****When canceling classes after the semester begins, you must include the termination date and number of hours the instructor should be paid for in the last column.** |
| **Action:**A - AddC - ChangeX - Cancel | **Schedule****Number** | CRSID**(ex. PSY 2)** | **ASSIGN INSTRUCTOR (SSN required):** | **Room(s)** | **Start & End Time** | Days | **Max Enr** | Short TermClass Start & End Date | **For instructor change and canceled class include: Instructor Name, Termination Date & # hours to pay if applicable** |
| C | **53009** | **ENGL 125** | **Name:** **Ben Ovando** | **Start Date:**  | **CCI 207** | **6:00-7:50** | **TTH** |  |  | **Tom Moridian****terminated 1/14/11** |
| **SSN:**  | **ID#:**  |
| **Reason for cancellation:**  | **# Enrolled:**  |
|       |  |  | **Name:**  | **Start Date:**  |  |  |  |  | **/** |  |
| **SSN:**  | **ID#:**  |
| **Reason for cancellation:**  | **# Enrolled:**  |
|  |  |  | **Name:**  | **Start Date:**  |  |  |  |  |  |  |
| **SSN:**  | **ID#:**  |
| **Reason for cancellation:**  | **# Enrolled:**  |
|  |  |  | **Name:**  | **Start Date:**  |  |  |  |  |  |  |
| **SSN:**  | **ID#:**  |
| **Reason for cancellation:**  | **# Enrolled:**  |
|  |  |  | **Name:**  | **Start Date:**  |  |  |  |  |  |  |
| **SSN:**  | **ID#:**  |
| **Reason for cancellation:**  | **# Enrolled:**  |
|  |  |  | **Name:**  | **Start Date:**  |  |  |  |  |  |  |
| **SSN:**  | **ID#:**  |
| **Reason for cancellation:**  | **# Enrolled:**  |

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| Department Chair | Eileen Apperson | Date | 01/18/11 | Updated Outlook |  | Date ProcessedUpdated PayrollLoad Sheets |  |
|  |
| Dean  | Jan Dekker | Date | 01/18/11 |  |  |  |

Email notification: [ ] VP Instruction [ ]  VP Students [ ]  President [ ] Dean of Instruction [ ] Dept. Chair [ ]  Admissions [ ]  Bookstore [ ]  Counseling [ ]  NC Counseling [ ] Dayann Dietrich