**REEDLEY COLLEGE SCHEDULE MODIFICATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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#:** | |
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|  |  |  | **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 Processed  Updated Payroll  Load 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