Hartnell College - Schedule ADD/CANCEL Form

FORM MUST BE COMPLETE TO BE PROCESSED

Action: ADD ☐   CANCEL ☐

Term: _____   Course # _____   Section # _____

Faculty

Name: _____   ID#: _____

Full Time: ☐   Adjunct: ☐   New Hire: ☐

Current Load: _____   +/- Load Change: _____   = Proposed Load: _____

If Full-time faculty, will new load be assigned as NIC? _____

If canceling a section, does the new load bring Full-Time faculty below 100%? _____

(Adjunct total load can not exceed 67% without VP approval)   I have reviewed Adjunct load (Dean Initial) ☐

If faculty is a new hire, have they been entered into FCTY? _____

New Section Information - For Schedule ADD

Section Start Date _____   Section End Date _____

Lecture Start Time _____   Lecture End Time _____

Lab Start Time _____   Lab End Time _____

Days of the Week _____   Room Assignment _____

Census   Weekly   Daily   Positive Attendance   Enrollment Cap _____

Reason for Change and Comments: (Required)

For Cancelations, Initial that students have been contacted about cancelation.
(Section will not be canceled if students have not been contacted.)

Initial Here:	# of Students Enrolled:

☐ Approved	☐ Denied	Deans Signature _____	Date _____
☐ Approved	☐ Denied	VP of Student Affairs (LSK/COU Only) _____	Date _____
☐ Approved	☐ Denied	VP of Academic Affairs _____	Date _____

Academic Affairs Use Only

Date entered into Database: _____

Initials: _____

Draft 1/29/20 JG