TO:	BOB VENTO, REGISTRAR **(DUE BY NINTH CLASS DAY)**			
VIA:	DEAN			
FROM:	DEPARTMENT HEAD			
DATE:	DATE			
SUBJECT:	**COURSES TO BE CANCELED**	**QUARTER =**	**YEAR =**	

COURSE NAME	COURSE NUMBER	SECTION	NUMBER STUDENTS ENROLLED	MULTIPLE SECTION YES/NO	INSTRUCTOR	CWID#	INSTRUCTOR'S TEACHING LOAD (and/or duties)	
							Before	**After**
Sample: English	201	7	2	Yes	James Doe	123-45-678	9	6