TO:	JOSHUA CHOVANEC, 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