TO:	BOB VENTO, REGISTRAR (DUE BY NINTH CLASS DAY)											
VIA:	DEAN											
FROM:	DEPARTMENT HEAD											
DATE:	DATE											
SUBJECT:	**CHANGES TO BE MADE IN EXISTING COURSES**						**QUARTER =**		**YEAR =**			
COURSE	**NUMBER**	**SECTION**	**DAY/TIME**		**LOCATION**		**ENROLLMENT**		**INST. & HRS. TEACH. LOAD**		**CAMPUS WIDE ID NUMBER**	
							LIMITATIONS		**(before & after)**			
			FROM	**TO**	**FROM**	**TO**	**FROM**	**TO**	**FROM**	**TO**	**FROM**	**TO**
SAMPLE: English	201	3	8 MWF	10 MWF	GTM 203	GTM 205	26	30	Jane Doe (6 hrs-3hrs)	John Brown (3 hrs-6 hrs)	123-45-678	321-54-987