TO:	BOB VENTO, REGISTRAR **(DUE BY THE 2ND DAY OF CLASS)**		
VIA:	DEAN		
FROM:	DEPARTMENT HEAD		
DATE:	DATE		
SUBJECT:	**COURSES TO BE ADDED**	**QUARTER =**	**YEAR =**

EXCEPTION: Requests to ADD Special Topics courses (189, 289, 389, 489, 589, 194, 294, 394, 494, 594) must be routed from the Dean to the Vice President for Academic Affairs for approval.

COURSE	NUMBER	SECTION	DAY/TIME	LOCATION	ENROLL. LIMIT.	INSTRUCTOR	CWID #	INSTRUCTOR'S TEACHING LOAD (and/or duties)	
								Hours Before	Hours After
SAMPLE: English	201	3	8-9:50 TT	GTM 203	26	Jane Doe	123-45-678	6	9