

Hartnell College - CHANGE Form

*****FORM MUST BE COMPLETE TO BE PROCESSED*****

Term: _____ Course # _____ Section # _____

Faculty

Current Faculty Name: _____ ID#: _____

New Faculty Name: _____ ID#: _____

New Faculty Information

Full Time: Adjunct: New Hire:

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

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

(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 in FCTY? _____

Section Information

Current Section

New Section

Start Date <small>(Required)</small>	
End Date	
Lecture Start Time <small>(Required)</small>	
Lecture End Time	
Lab Start Time	
Lab End Time	
Days of the Week <small>(Required)</small>	
Room Assignment	
Enrollment Cap	

Start Date	
End Date	
Lecture Start Time	
Lecture End Time	
Lab Start Time	
Lab End Time	
Days of the Week	
Room Assignment	
Enrollment Cap	

Reason for Change and Comments: (Required)

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: _____