



# Course Timetable Information Form

Upon completion forward this form to your program timetabler.

Contract: Y N If yes, who with?

This form must be completed EVERY TERM for ALL EdCo approved course offerings/changes/cancellations.

Program: \_\_\_\_\_

Location: \_\_\_\_\_

Term: \_\_\_\_\_

Add     Change     Cancellation

Course i.d. (ie ENGL101)	Course Delivery (i.e. online, instructor-led, lab,teleconf, videoconf.)	Course Type Fixed or Continuous Intake	Instructor	Room 'Request' (specify cpt lab, sci lab, etc. Note 'no room' if practicum)		Start/End Dates yyyy/mm/dd		Days*							Time*		Total Hours*	Class Size Max	**Additional Comments
				Bldg.	Room #	Start	End	M	T	W	R	F	S	From	To				

Coordinator/Academic Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean \_\_\_\_\_

Date \_\_\_\_\_

\*Ensure that total course hours offered are equal to the number of hours approved by EdCo as this is used for FTE purposes.

\*\*Additional comments: i.e. # reserved for 'X' program, blanket permission of instructor allowed, list courses in multi-level section, workshop activity, Kitlope, age restriction, etc.