**SCHEDULING OFFICE**

3000 College Dr. S

Lethbridge Alberta T1K 1L6

Tel: 403-320-3286

scheduling@lethbridgecollege.ca

**NON CREDIT COURSE**

**LOADING SHEET**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department Code:** | |  | | **Approver:** |  |
| **Course Section ID:** | | -     - | | **Term:** |  |
| **Course Type:** | | **(Check One)**  **- Non Credit**  **- Supplemental Credit** | | | |
| **Long Title:** | | **(50 char max, including spaces)**       (Will be abbeviated to 30 char, including spaces for Short Title) | | | |
| **Instructor ID:** | |  | **Instructor Name:** |  | |
| **Hired Through:** | **Workflow**      🡨 If yes, add #; **Contract for Services**      🡨 If yes, add company | | | | |

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| **Instruct Method:** | **LEC** | **Instructional Hrs:** |  |

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| **Start Date** (YYYY/MM/DD): | | | | | **End Date** (YYYY/MM/DD**):** | | | | |  | |
| **Day 1:** | **M** | **T** | **W** | **R** | | **F** | **S** | **U** | **Start time:** | **End time:** | **Rm:** |
| **Day 2:** | **M** | **T** | **W** | **R** | | **F** | **S** | **U** | **Start time:** | **End time:** | **Rm:** |
| **Day 3:** | **M** | **T** | **W** | **R** | | **F** | **S** | **U** | **Start time:** | **End time:** | **Rm:** |
| **🡨 Off Campus Location Code** (Use Main when course is held at Lethbridge College Campus) | | | | | | | | | | | |

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| --- | --- | --- | --- |
| **# of Wks:** |  | **Enrl Max:** | **Enrl Min:** |

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| **Reg Alert 1:** |  | |
| **Reg Alert 2:** |  | |
| **Reg Alert 3:** |  | |
| **Reg Alert 4:** |  | |
| **Special Instructions:** |  | |
| **Printed Comments:** |  | |
| **Publish on Web (Y/N):** | | **Available for Instant Enrolment/Web Reg (Y/N):** |

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| --- | --- | --- | --- | --- |
| **GL Number + Object Code (15 digits):** | | | | |
| **Billing Method: S** | **Tuition Rate Flag if Sponsored Section:** | | **BA Initials if Sponsored Section: \_\_\_\_\_\_** | |
| **Tuition AR Code:** | **Tuition AR Type:** **F** | **Other Fees A/R Code:** | | **Other Fees A/R Type:** **F** |
| **Course Tuition Fee: $**  **GST: T=Taxable:**  **or E=Exempt** | | **Other Fees: $**  **GST: T=Taxable:**   **or E=Exempt** | | |

|  |  |  |
| --- | --- | --- |
| **Scheduling Office Use ONLY:** | **Refund Cutoff Date:** | **SUB\_AREA:** |
| **Entered in:** | **Colleague \_\_\_\_\_ Enterprise \_\_\_\_\_ Entered by: \_\_\_\_ Date \_\_\_\_\_\_\_** | |

2013/07/20