**SCHEDULING OFFICE**

3000 College Dr. S

Lethbridge Alberta T1K 1L6

Tel: 403-320-3286

scheduling@lethbridgecollege.ca

**NON CREDIT COURSE**

**LOADING SHEET**



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| --- | --- | --- | --- |
| **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** [ ]  |

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

 2013/07/20