

Kinesiology/Athletics/Dance Division
Schedule Request Form
 Spring 2019

Instructor's Name: _____ Date _____

_____ Please check here if you are requesting a roll-over (same) schedule that you taught during the Spring 2018 semester.

If you wish to modify (add, change or delete classes) your Spring 2018 schedule, please fill out **completely** the form below listing **every** class that you are requesting.

Day Classes

Time	<u>M W F Day</u> Course Name	Time	<u>T R Day</u> Course Name
8:10 – 9 am		8:10 - 9:25 am	
9:10 – 10 am		9:35 – 10:50 am	
10:10 -11 am		11:10 - 12:25 pm	
11:10 – 12pm		12:35 – 1:50 pm	
12:10 -1 pm		Other	
Other		Other	
Other		Other	
Time	<u>M and W Day</u> Course Name	Time	<u>Daily</u> Course Name

Evening Classes

Time	Day of Week	Course Name
4 – 5:15 pm		
5:30 – 6:45 pm		
7 – 8:15 pm		
Other		

Saturday / Sunday Classes

Time	Day of Week	Course Name

You will need to indicate time, days of the week, class and facility information. All requests require some level of coordination and must be balanced against the needs of the division and students along with the strengths of each faculty member. In other words, you won't necessarily get what you ask for, but I will try and accommodate all requests as practical.

Enrollments must be healthy in order for classes to be offered. While 20 students is the minimum necessary for a class to be offered, courses that traditionally have enrollments at this minimum threshold or have poor retention rates are likely to not be offered. When you make requests, please keep those thoughts in mind. If a class was offered this spring that had a low enrollment or retention rate, I would not expect that class to be offered again.

Finally, the ability to offer classes is in direct correlation to the resources that are received from the district and student interest/ enrollment. Thus, if resources or student interest are diminished, the ability to offer classes will reflect that. So, in making a request (rollover or revised), please be advised that due to diminished resources / interest / scheduling constraints it may not be possible to offer as many classes as what has been offered in the past.