

Set aside time to proof without interruptions.

What to look for when proofing the Printer's Proof.

- Class times – most classes get cancelled because a class did not have enough hours.
- When you make a change to a class session you must also change the class times.
- Type of changes that cannot be made on printer's proof or galley's, prerequisites, co-requisites, recommended prep, units, course name, and materials fee, these type of changes need to go through Curriculum, so you need to first check with Monique Fernandez, at ext. #4126.

MATH 110 First Course in Algebra 5.0 units

Prerequisite: Qualification through the Math assessment process or MATH 815.

Recommended Preparation: Students who have not met the reading proficiency requirement for graduation are advised to take a reading course before taking this algebra course.

ADN 12BL Health Deviations 3: Lab 1.5 units

Transfer Status: B

Note: \$15.00 materials fee paid at registration

Prerequisite: ADN 12A and 12AL. Compliance with all clinical agency

Corequisite: ADN 12B. You must first enroll in the corequisite course before you attempt to enroll in this course.

Hospital Lab: Wednesday or Thursday, 7 hrs clinical rotation.

- Utilizing the printer's proof – With each 1st and 2nd runs of your schedule worksheets a printer's proof is sent here you can change the header notes and course notes.

Header Note

AUTO BODY REPAIR (ABODY)

For information call 938-3072 or 938-3055. To see a course outline, content topics, prerequisites, and other information, go to <http://courseoutline.lbcc.edu> See also the curriculum guide at <http://osca.lbcc.edu/>

ABODY 211 Intro to Basic Auto Body Repair 9.0 units

Students will be required to complete 5 specially designed activities and assignments that relate to this course's content in III133 of the CTE Success Center.

Course Note

- **Class notes that go between the lecture and lab remembering to change both components.**

32121 W 12:30- 1:30PM Butler,T PCC-AA201

TBA 1.2 hrs/wk Butler,T WEB Lecture

This is a Hybrid class (On-Campus and Internet) requiring you to attend class weekly on campus. YOU MUST CHECK THE DISTANCE LEARNING COURSE OFFERINGS ON THE E-COURSE SCHEDULE at <http://de.lbcc.edu/e-courses>. You must have Internet access and a valid email address. Your email address must be included in your Campus Personal Information on the OLE Student Self Service at <http://www.lbcc.edu/ole.cfm>

ONLY Sec 32121 (01/30/2012-05/22/2012) ← Dates
TBA 2.4 hrs/wk Butler,T WEB Lab

Below is a screen shot of the class above will look on the galley's and appear in the schedule

Galley's

32121	W	12:30-1:30PM	Butler,T	PCC-AA201
and	TBA	1.2 hrs/wk	Butler,T	WEB
and	TBA	2.4 hrs/wk	Butler,T	WEB



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Class Nbr. 32121 begins week of 1/30/2012, ends 5/22/2012

- **Class Notes** – Class notes are not automatically updated. The note highlighted in yellow are changes that would need to come from the department.

This is an Online class with an optional orientation workshop held during the first week of class on Monday, Jan. 31, 2011 @ 1:00pm - 2:00pm in Room M117 (LAC). Students new to online distance learning are highly encouraged to attend. YOU MUST CHECK THE DISTANCE LEARNING COURSE OFFERINGS ON THE E-COURSE SCHEDULE at <http://de.lbcc.edu/e-courses>. You must have Internet access and a valid email address. Your email address must be included in your Campus Personal Information on the OLE Student Self Service at <http://www.lbcc.edu/ole.cfm>

- **Class Notes** – Class numbers do not copy from term to term and you will need to update this every term.

30983 M-W 11-11:50AM Mortensen,G LAC-H100 Lecture

This section must also enroll in TART 51AD section 31091 or 31092
M-W 12-12:30PM Mortensen,G LAC-H100 Lab

- **DL classes** – keeping the DL office in the loop regarding any changes helps their office.
- **Rooms** – Do your best in scheduling your rooms on 1st run, this would help with fewer room conflicts.