

NOTICE OF SCHEDULED COURSES

- (a) Sponsors **must provide** the Commission **written notice** of all scheduled course offerings **not later than 10 days prior to a scheduled course date**. The notice shall include the name and assigned number for the sponsor and, for each scheduled course, the name and assigned number for the course, the scheduled date and time, specific location, and name of the instructor.

- (b) Sponsors **must notify** the Commission of **any schedule changes** or **course cancellations at least five days prior to the original scheduled course date**. If a last minute change for cancellation is necessary due to some unforeseen circumstance, then notice shall be provided to the Commission as soon as possible.

- (c) Sponsors **must notify** the Commission as soon as possible when it becomes apparent that **enrollment in a planned class session will exceed 100 students**.

*History Note: Authority G. S. 93A-3(c); 93A-4A;
Eff. July 1, 1994.*