## **RRCC**

## **Class Cancellation Procedures**

Before 8:00 a.m. or after 6:00 p.m.

Call 303-914-6394

Between 8:00 a.m. – 6:00 p.m.

Call 303-914-6314

When you call, please provide the following:

Your name
Today's Date
Course number
Room Number
Time the class starts

**REMEMBER** to notify your department chair when cancelling your class