

2018-19 Catalog/Schedule Production Calendar
September 2017 - April 2018

Schedule	Catalog	Academic Calendar	Date	Faculty Meetings Remaining BEFORE Spring Break (Curricular Changes)	Total Faculty Meetings Remaining (Course Approvals)
Registrar inquires about large class-scheduling	Registrar invites departments to submit curricular updates (changes to major/program requirements)	End 5th Week Fall	9/29/17	6	9
PLANNING AHEAD: Curricular changes MUST be approved by department, division, CAPP, and Faculty by the faculty meeting prior to spring break.					
Registrar inquires about room updates and repairs for consideration.		End 6th Week Fall	10/6/17	n/a	n/a
Department Chairs submit proposed changes to the scheduling of large classes		End 8th Week Fall	10/27/17	5	8
Department Chairs submit proposed room updates and repairs to Registrar for consideration.		End 11th Week Fall	11/17/17	n/a	n/a
	Department Chairs submit proposed curricular changes to Registrar	Monday of Makeup & Reading/Orals Week Fall	12/4/17	3	6
	Registrar makes final follow-up with departments re: changes that need special approval	Late Finals Week	12/15/17	3	6
BY JANUARY 2nd: Submit curricular changes so they can be approved by CAPP and Faculty before the March meeting.					
Registrar sends 2018-19 scheduling request to departments	Registrar sends 2018-19 catalog request to departments	Late 2nd Week Spring	2/2/18	1 (May be too late to add new proposals to the February 5th Faculty meeting agenda)	4
Department Chairs send proposed 2018-19 schedule to Registrar	Department Chairs send 2018-19 catalog edits to Registrar (Curricular changes should have already been approved, or on the March 6th Faculty meeting agenda)	End 6th Week Spring	3/2/18	0 (There is one more-- however, Mar 2 is TOO LATE to submit a curriculum change, receive CAPP approval, and make it on the agenda for the Mar 5 faculty meeting)	4
Registrar enters scheduling data & follows up with departments		All 7th Week Spring	Mar 5-9	0	3
Department chairs should be available to respond to scheduling questions (at least via email/phone)		All 7th Week & Early 8th Week Spring	Mar 5-9 Mar 19	0	3
	Registrar enters catalog changes into CMS & converts into Word documents	Spring Break	Mar 12-16	0	3
Registrar sends 1st draft of 2018-19 schedule to Department Chairs for review		Mid 8th Week Spring	3/21/18	0	3

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Department Chairs submit schedule changes/updates to Registrar		Mid 9th Week Spring	3/28/18	0	3
Final opportunity for Department Chairs to submit scheduling changes to be included in the release of web schedule	Registrar returns revised catalog copy to departments	Early 10th Week Spring	4/2/18	0	3
2018-19 Schedule available on Web		Mid 10th Week Spring	4/4/18	0	3
Registration begins for 2018- 19		Early 12th Week Spring	4/16/18	0	2
	Department Chairs submit final catalog edits to Registrar (Curricular changes should have already been approved by March 5th)	Early 13th Week Spring	4/23/18	0	2