2012-2013 Production Calendar (for the College Catalog)

The following calendar is the first draft of the on-going production calendar for the new College E-Catalog system. It is subject to change. Please note that Admissions processes, and Time Schedules preparation processes need to be planned ahead by the departments so that ALL deadlines can be met as all three items are equally important.

ALSO: It will be very important to keep in mind which quarter or year is being worked on (ASK YOURSELF: is this for Spring 2012, Autumn 2012, the 2012-3 catalog, or the 2011-2 catalog?).

- November 15 and 16, 2011 - Hands-on Training
- Remainder of Autumn, beginning of Winter 2012 - Departments discuss their entries for the College Catalog 2012-2013 with their directors of undergraduate studies, faculty, etc., and enter changes into the Courseleaf system. ALSO: Departments discuss their upcoming Time Schedules with their departments/faculty.
- January 3, 2012 - Departments Officially Start Entering Revisions
- January 6, 2012 - Follow-up Training for those who did not attend in November.
- January 6, 2012 - Spring 2012 Time Schedules due
- February 3, 2012 - Spring Time Schedules proofs sent to departments
- Early February - Review meeting to be arranged to consider next steps, processes still to do, etc.
- Monday, February 6, 2012 - Time Schedules Proofs due to the Registrar’s Office for Spring. No more Spring changes!
- Friday, February 17, 2012 (end of 7th week of Winter) - ALL changes for the College Catalog must be entered by departments ready for review by 3C/College/Registrar.
  • NOTE: College bidding and resolution, as well as graduate registration, also takes place starting 8th week!
- Friday, March 30, 2012 (end of the first week of Spring) - College Catalog goes live on-line. All changes resolved prior to this date. Only minor changes to course descriptions and course additions permitted after March 30. Curricular/Program Requirement changes not permitted by the College after this date. ALSO: All Summer 2012 and College Autumn 2012 submissions for the Time Schedules are due.