

General Catalog 2009-10 Production Timeline

As another catalog review process begins it is important to make sure courses submitted are active courses in Banner. All deletions, revisions and additions must be approved by Academic Affairs in order to appear in the catalog.

- Catalog hardcopy copy sent to departments. Tues., Dec 2, 2009
No courses will be revised unless approved by Academic Affairs no later than the Feb. 5, 2009 meeting. Agenda items for 2/7/09 meeting due to Provost's Office Jan. 22, 2009 by 5:00 pm.
- If these are graduate school changes they must be approved by the Graduate School Committee by the last meeting in January in order to make it to academic affairs on time.
- Courses approved by Academic Affairs after this deadline will be posted to the on-line catalog version when available.
- **Catalog revisions returned to Registrar's Office by noon** **Tues, February 10, 2009**
- Registrar's Office reviews copy for accuracy of information submitted via Banner. Wed., Feb 11, 2009
- Proofs reviewed by school designee for final *minor* revisions Mon., Mar. 2 - 6, 2009
- SPRING BREAK Mon. Mar 9-13, 2009
- Registrar's Office reviews minor revisions Mon., Mar. 9, 2009
- Registrar's Office revisions to designer for 1st round Galley Wed., Mar. 11, 2009
- Designer returns 1st Galley to Registrar's Office Tues., Mar. 24, 2009
- Registrar's Office reviews and returns 1st Galley to designer Tues., Mar. 31, 2009
- 2nd round of Galleys from designer Fri., Apr. 10, 2009
- Registrar's Office returns 2nd Galley revisions to designer Thurs., Apr. 16, 2009
- Catalog copy sent to printer Thurs., Apr. 17, 2009
- Catalog delivery to campus Mon., Jun. 1, 2009
- Distribution of catalog to campus Wed., Jun. 3, 2009
- 1st Orientation session Tues. & Wed., Jun 23 -24, 2009

Everyone Happy ☺

Dates subject to change