Appendix B: Processing Timelines

Sept
- Day 10: POS for the upcoming academic year is displayed online

Oct
- Oct 1: Submission of <u>minor</u> amendments to upcoming winter semester POS due in POD
- Oct 15: Approval of Other Program Costs for upcoming winter semester due in POD
- 3rd week: CRNs for winter semester created in Banner

Nov
- Nov 1: Approval of <u>minor</u> amendments to upcoming winter semester POS due
- Nov 15: Submission of <u>major</u> amendments to upcoming fall semester POS due in POD
- 3rd week: Course outlines for upcoming winter semester submitted for Coordinator review
- Last 2 weeks: Deans input data into SWF system for winter semester
- Nov 30: Winter semester SWFs due to faculty

Dec
- 1st week: Course outlines for upcoming winter semester approved/returned with comment by Dean
- Dec 15: Approval of <u>major</u> amendment to upcoming fall semester POS due

Jan
- Day 10: POS for the upcoming academic year is displayed online (Jan. start)
- Jan 30: Block-offs/load sheets for spring semester due to scheduler

Mar
- March 1: Block-offs/load sheets for upcoming **<u>academic year</u>** due
- 1st week: Draft schedules for spring semester due to deans
- Mid-month: Deans input data into SWF system for spring semester
- 3rd week: Spring semester SWFs due to faculty
- Last week: Course outlines for upcoming spring semester submitted for Coordinator review; CRNs for spring semester created in Banner; College purchased supplies due to Purchasing
- March 30: CRNs for upcoming fall semester created in Banner

Apr
- Apr 15: Other Program Costs due in POD
- Apr 1: Submission of <u>minor</u> amendments to upcoming fall semester POS due in POD
- 2nd week: Course outlines for upcoming spring semester approved/returned with comment by Dean
- Apr 30: Approval of <u>minor</u> amendments to upcoming fall semester POS due; Approval of Other Program Costs for upcoming fall semester due in POD
- Apr-Mid-May: Deans input data into SWF system for upcoming fall semester

May
- 1st - 2nd week: Fall semester SWFs due to faculty

Jun
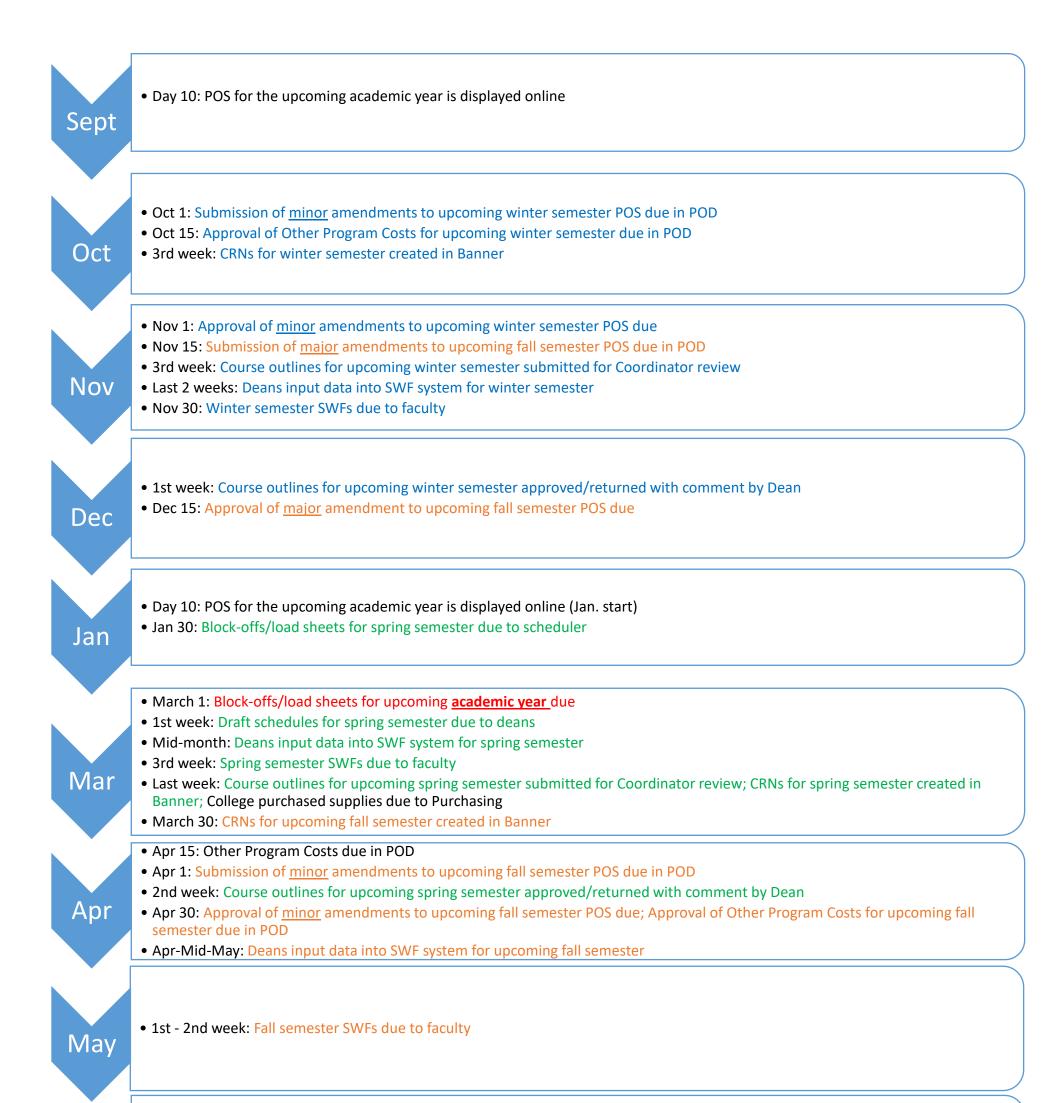- 1st week: Course outlines for upcoming fall semester submitted for Coordinator review; draft schedules for fall semester due to deans
- 2nd week: CRNs for fall semester created in Banner
- 3rd week: Course outlines for upcoming fall semester approved/returned with comment by Dean
- Jun 30: Content for next academic year due for Viewbook (15 months in advance)

Aug
- 3rd week: Draft schedules for winter semester due to deans