

Courses, Catalog, and Course Offering Deadlines

March 1, 2020 – March 1, 2021

Course Deadlines

| Deadlines | Task | Responsible Party |
|------------------------------|--|--|
| March 1, 2020 - June 1, 2020 | Course editing in CIM and CIMX | Dept editors |
| June 1, 2020 – July 1, 2020 | Approving/Proofing course edits and new course proposals | Workflow <ol style="list-style-type: none"> 1. Dept Curr Comm Chair 2. Dept Chair 3. College Curr Comm Chair 4. Grad College (if grad course or program) |
| March 1, 2021 | Experimental course deadline for summer term (2020) | Dept editors & Workflow |
| June 1, 2020 | Experimental course deadline for fall term (2020) | Dept editors & Workflow |
| Oct 1, 2020 | Experimental course deadline for spring term (2021) | Dept editors & Workflow |
| | | |
| | | |
| | | |

Catalog Deadlines

| Deadlines | Task | Responsible Party |
|----------------------------|--|--|
| June 1, 2020 – Dec 1, 2020 | Editing, approving, and proofing Catalog pages Curriculum may be impacted by course changes, so proofing Catalog needs to happen once all courses are approved. | Workflow <ol style="list-style-type: none"> 5. Dept Curr Comm Chair 6. Dept Chair 7. College Curr Comm Chair 8. Grad College (if grad course or program) |
| Dec 1, 2020 – Jan 15, 2021 | Proofing Catalog pages (minor edits, typos, or errors) | Department & Colleges |
| Feb 1, 2021 – Feb 15, 2021 | Publishing Deadlines are set so the catalog and the Schedule of Classes are available in time for advising for summer and fall registration | Registrar's office |
| | | |
| | | |
| | | |
| | | |

Courses, Catalog, and Course Offering Deadlines

March 1, 2020 – March 1, 2021

Course Offering Deadlines (Schedule of Classes)

Summer Course Offerings

| Deadlines | Task | Responsible Party |
|----------------|---|-------------------|
| March 1, 2020 | Summer 2020 experimental course deadline | Dept editors |
| March 23, 2020 | Summer 2020 registration begins | |
| March 30, 2020 | Summer 2020 preliminary room assignments distributed | Room Scheduling |
| April 9, 2020 | Summer 2020 preliminary room assignments WITH CHANGES due back to Room Scheduling | Dept editors |
| April 26, 2020 | Summer 2020 course enrollment tally available | E-Report |
| April 26, 2020 | Summer 2020 room assignments displayed in the online Schedule of Classes | |
| April 26, 2020 | Summer 2020 class lists available | E-Report |
| May 18, 2020 | Summer 2020 term begins | |
| | | |
| | | |

Fall Course Offerings

| Deadlines | Task | Responsible Party |
|----------------|---|-------------------|
| March 23, 2020 | Fall 2020 registration begins | |
| May 9, 2020 | Fall 2020 course enrollment tally available | E-Report |
| May 29, 2020 | Fall 2020 preliminary room assignments distributed | Room Scheduling |
| June 1, 2020 | Fall 2020 experimental course deadline | |
| June 24, 2020 | Fall 2020 preliminary room assignments WITH CHANGES due back to Room Scheduling | Dept editors |
| July 24, 2020 | Fall 2020 room assignments displayed in the online Schedule of Classes | |
| Aug 7, 2020 | Fall 2020 course cancellations due to low enrollment | Dept editors |
| Aug 24, 2020 | Fall 2020 term begins | |
| | | |
| | | |

Spring Course Offerings

| Deadlines | Task | Responsible Party |
|--|---|--------------------|
| April 17, 2020 | Spring 2021 course sections created | Registrar's Office |
| May 1, 2020 | Spring 2021 gray bar print | Registrar's Office |
| May 4-5, 2020 | Spring 2021 gray bar distribution to dept | Registrar's Office |
| May 5, 2020 – June ?, 2020 Preliminary | Spring 2021 gray bar modification process | Dept editors |
| May 29, 2020 | Spring 2021 gray bar DUE back from dept | Dept editos |
| June 1, 2020 | Spring 2021 Kualii COCF available | |
| July 28, 2020 | Spring 2021 Schedule of Classes FIRST proof available | E-Report |
| July 29, 2020 | Spring 2021 Schedule of Classes proofing | Dept editors |
| Aug 2, 2020 | Spring 2021 room scheduling begins | Room Scheduling |

Courses, Catalog, and Course Offering Deadlines

March 1, 2020 – March 1, 2021

| | | |
|--------------|--|--------------------|
| Preliminary | | |
| Aug 2, 2020 | Spring 2021 Schedule of Classes TENTATIVE | |
| Aug 7, 2020 | Spring 2021 Schedule of Classes SECOND proof available | E-Rport |
| Oct 1, 2020 | Spring 2021 experimental course deadline | Dept editors |
| Oct 4, 2020 | Spring 2021 Schedule of Classes FINAL pdf No longer tentative Section changes are canceled and new sections created | E-Report |
| Oct 7, 2020 | Spring 2021 memo and final gray bars distributed | Registrar's Office |
| Oct 21, 2020 | Spring 2021 last day for course offering changes before registration (Room Scheduling must approve course limits of 35 or greater) | Dept editors |
| Nov 2, 2020 | Spring 2021 preliminary room assignments distributed | Room Scheduling |
| Nov 18, 2020 | Spring 2021 preliminary room assignments WITH CHANGES due back to Room Scheduling | |
| Nov 19, 2020 | Spring 2021 course offering tallies available | E-Report |
| Nov 30, 2020 | Spring 2021 course cancellations due to low enrollment | |
| Dec 4, 2020 | Spring 2021 course tally by college available | E-Report |
| Dec 5, 2020 | Spring 2021 class lists available | AccessPlus |
| Dec 5, 2020 | Spring 2021 room assignments displayed in the online Schedule of Classes | |
| Jan 11, 2021 | Spring 2021 term begins | |