Credit Curriculum & Scheduling Timeline

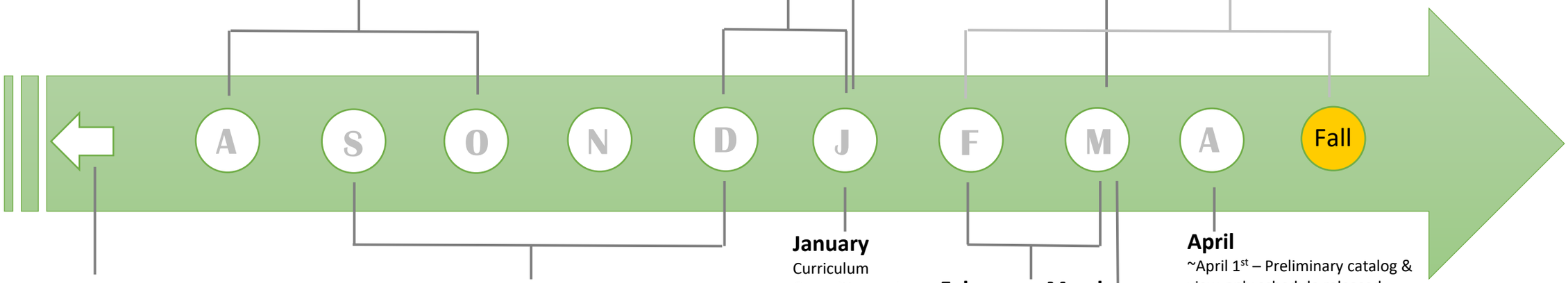
December - January
Curriculum Coordinator processes course and program changes and additions into the new academic year catalog and Banner

January - March
Curriculum Coordinator processes all curricular changes into Degree Works and the AZTransfer system. Progression Plans are reviewed, created and updated in the catalog and in Degree Works (SEP)

August-October
Faculty submit curriculum proposals in Curriculog

Deadline: October 31st

February – Fall semester
Advising begins for the new academic year



April - July
Research and planning for curriculum changes and/or new curriculum

July 1st
Official catalog published

Any change to the catalog after this date requires an addendum. The only changes that can be made after registration began the previous April are changes that do not directly affect a student's enrollment or admission into a catalog-year specific course or program.

September – December
Curriculum Committee meetings to review & approve proposals

1st meeting in September – Training & updates

January
Curriculum Committee reviews any last minute or pending curriculum proposals

~January 31st into early February
Registrar rolls the schedule for the new academic year so that scheduling can begin

February - March
Courses scheduled, instructors added, and room assignments made for the new academic year

February
New Programs and Program Deletions go to the District Governing Board for approval

Once approved by the Board:

- IER Director sends the program to HLC for approval; ~3 months for approval, can take 6-9 months
- After HLC approval, Financial Aid Director sends the program to the Department of Education for approval; 2-10-month process

March
Book adoptions submitted to the bookstore, and the room scheduling for classes moved into 25Live

April
~April 1st – Preliminary catalog & view-only schedule released

Registration for the Fall semester typically begins early to mid-April.