

Timeline for DGCE Preparation of Course Schedule

Spring Schedule

FEBRUARY 15TH

- Proposed courses requiring governance approval for the spring semester must have full approval by February 15th of the PREVIOUS year

APRIL

- Spring schedule requests mailed to department chairs

MAY

- Spring schedule submission due
- Dean and Department Chairs meet to review schedule submissions

SEPTEMBER/OCTOBER

- Spring schedule finalized
- Final (internal) schedule distributed to campus for advising

NOVEMBER

- Spring preregistration
- Spring external publication sent to printer and distributed to public

Summer Schedule

OCTOBER

- Summer schedule requests mailed to department chairs

NOVEMBER/DECEMBER

- Summer schedule submission due
- Dean and Department Chairs meet to review schedule submissions

JANUARY

- Summer schedule developed

FEBRUARY

- Summer external publication sent to printer and distributed to public

MARCH/APRIL

- Summer registration begins

Fall Schedule

OCTOBER 15TH

- Proposed courses requiring governance approval for the spring semester must have full approval by October 15th of the PREVIOUS year

NOVEMBER/DECEMBER

- Fall schedule requests mailed to department chairs
- Fall schedule submission due

JANUARY/FEBRUARY

- Dean and Department Chairs meet to review schedule submissions

MARCH

- Fall schedule finalized
- Final (internal) schedule distributed to campus for advising

APRIL

- Fall preregistration

JUNE/JULY

- Fall external publication sent to printer and distributed to public