2010-2012 Catalog Development Calendar

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| January 15, 2010January 19 | Current text distributed to Vice President of Instruction, Vice President of Students, Admissions, North Centers, and Business Services Copies of current catalog programs distributed to department chairs for review and corrections |
|  |  |
| February 8 | Catalog Program changes due back to Curriculum Assistant |
|  |  |
| February 8 | Text Revisions due back to Curriculum Assistant |
|  |  |
| February 16 | Draft of corrections given to departments for review and corrections |
|  |  |
| February 23 | Corrections due back to Curriculum Assistant |
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| February 23 | First draft of catalog is distributed to President, Vice Presidents, Deans, and Department Chairs |
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| March 1 | All corrections returned to Curriculum Assistant |
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|  | Catalog arrives on campus |
|  |  |
|  | Catalog distributed to students |
|  |  |
| March10 | *Priority Registration- Fall 2010* |

2010-2012 Catalog Development Calendar - Expanded

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| January 15, 2010January 19 | Current text distributed to Vice President of Instruction, Vice President of Students, Admissions, North Centers, and Business Services Copies of current catalog programs distributed to department chairs for review and corrections |
|  |  |
| February 8 | Catalog Program changes due back to Curriculum Assistant |
|  |  |
| February 8 | Text Revisions due back to Curriculum Assistant |
|  |  |
| February 16 | Draft of corrections given to departments for review and corrections |
|  |  |
| November 6 | Corrections due back to Curriculum Assistant |
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| November 13 | Changes given to Publications Specialist |
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| November 20 | First draft of catalog is distributed to President, Vice Presidents, Deans, and Department Chairs |
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| December 4 | All corrections returned to Curriculum Assistant |
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| December 13 | Corrections given to Publications Specialist |
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| January 7, 2010 | Second draft available for review |
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| January 11 | Corrections given to Curriculum Assistant |
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| January 14 | Changes given to Publications Specialist |
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| January 19 | Final proof reviewed by President, Vice President of Instruction, Curriculum Assistant, and Publications Specialist |
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| January 22 | Changes given to Curriculum Assistant |
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| January 25 | All changes given to Publications Specialist |
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| February 11 | Catalog sent to printer |
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| February 26 | Catalog arrives on campus |
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| March 5 | Catalog available to students |
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| *March ?????* | *Priority Registration* |