August 13, 2019 - Convocation

Proposed Course Offerings - Karen Carey & Trisha Lee

Schedule Production Dates

(Spring 2020-included for dates only), New term process begins Summer 2020, Fall 2020

Tue Aug 11	Faculty contracts begin
Mon Oct 7	Final Spring 2020 (Proof 3) document to Reg Office from Deans
Mon Oct 7	Course change forms now required for Spring.
Mon Oct 7	New PCOs require Provost's approval for Spring. **(Provost signature required and must be submitted to Reg office 10 working days prior to course start.)**
Mon Oct 7	Initial draft Summer 2020 to Deans from Reg Office (25 workdays at Deans)
Tue Oct 8	Initial draft Summer 2020 from Deans/Admin Mgrs to Faculty
Mon Oct 28	Completed Spring 2020 term in Banner
Mon Oct 28	Spring 2020 viewable
Mon Oct 28	No changes to Spring 2020 courses after this date per the provost **(Provost signature required for course changes after this date.)**
Fri Oct 25	Initial draft Summer 2020 from Faculty to Deans/Admin Mgrs
Fri Nov 1	Complete Summer 2020 term document to Reg Office from Deans (25 workdays at Reg office)
Fri Nov 1	Course change forms now required for Summer.
Fri Nov 1	New PCOs require Provost's approval Summer. (Provost signature required and must be submitted to Reg office 10 working days prior to course start.)
Mon Nov 4	Initial draft Fall 2020 to Deans from Reg Office (45 workdays at Deans)
Tues Nov 5	Initial draft Fall 2020 from Deans/Admin Mgr to Faculty
Mon Nov 11	Spring 2020 Registration opens
M-Sat Dec 9-14	Finals week Fall 2019
Mon Dec 16-23	Grading and end-of-term processing
Thr Jan 2	Campus reopens
Mon Jan 13	First day of Spring 2020 instruction
Mon Jan 13	Completed Summer 2020 term in Banner
Fri Jan 10	Initial draft Fall 2020 from Faculty to Deans/Admin Mgr

Fri Jan 17   Complete Fall 2020 term document to Reg Office from Deans (34 workdays at Reg)

Fri Jan 17   Course change forms now required for Fall.

Fri Jan 17   New PCOs require Provost's approval for Fall.

(Provost signature required and must be submitted to Reg office 10 working days prior to course start.)

Mon Jan 20   MLK holiday (campus closed)

Mon Feb 3   Summer 2020 viewable online

Mon Feb 3   **No changes to Summer 2020 courses after this date per the Provost**
                      (Provost signature required for course changes after this date.)

Mon Feb 10   Summer 2020 Registration opens

Mon Mar 9   Completed Fall 2020 term in Banner

March 9-14   Spring break (campus closed Fri Mar 13)

Mon Mar 23   Fall 2020 viewable online

Mon Mar 23   **No changes to Fall 2020 courses after this date per the Provost**

(Provost signature required for course changes after this date.)

Mon Apr 6   Fall 2020 Registration opens

Important Process Changes

- New instructors: Background HR check will be completed prior to listing on PCO or change form. Otherwise, list as Staff.
- Textbook information will be required on PCO submission
- Faculty will order their own desk copies
- Instructor UA ID# included
- Courses follow the approved time schedule grid
  - Those courses spanning multiple time grid like Art, and BIOL/CHEM Labs need to fit within two time blocks.
- List room preference on PCO (not guaranteed) - Final decision made at Registrar's office
- Include title and course description if they vary from the catalog.
- Include section notes if varies from the catalog: distance info, course description...
- Short courses need the specific start and end dates.
- Clearly list stacked and cross-listed courses
- Credits and hours match the current catalog and the required hours are met.
- Courses and rooms are scheduled with 15-minute breaks between them
- No courses scheduled during campus closure dates
- Dept Approval and Instructor Approval for student registration processed by departments
- New PCOs require Provost's approval and must be submitted to Registrar's office 10 working days prior to course start.)
- **When schedule is live on UAOnline, no changes unless approved by the Provost**