

**Millsaps College - Curriculum/Course Offering Deadlines for AY 2017-2018**

| <b>Schedule Notes</b>                               | <b>Specific Date This Year</b> | <b>What Is Due</b>   |
|---|--------------------------------|--|
| A couple weeks before the Spring schedule is due    | September 6, 2017              | Spring 2018 CEL Courses from Director of CEL to Office of Records to designate "CEL" at end of course number   |
| A couple weeks before the Spring schedule is due    | September 6, 2017              | Spring 2018 Field Courses for Major Experience from Director of Major Experience to Office of Records to designate "F" at end of course number   |
| A couple weeks before the Spring schedule is due    | September 6, 2017              | If there are any, Spring 2018 Study Abroad Courses from Associate Director of International Education to Office of Records to designate "SA" at end of course number.                              |
| Monday of the 4 <sup>th</sup> week of the Fall term | September 11, 2017             | Spring 2018 course offering schedule from Department Chairs to Office of Records   |
| Last Business Day of September                      | September 29, 2017             | Spring 2018 interdisciplinary program course type designations from Director of Interdisciplinary Program to Office of Records   |
| Last Business Day of September                      | September 29, 2017             | Spring 2018 new Compass course type designations from Chair of the Compass Council to Office of Records  |
| First Monday of October                             | October 2, 2017                | Spring 2018 Connections, Our Human Heritage Part 2, and Discovery schedule from Director of Compass Curriculum to Office of Records. Any Connection's FA status should be noted at this time, too. |
| At the time the Winter schedule is due              | October 2, 2017                | Winter Term (Dec 2017-Jan 2018) Study Abroad Courses from Associate Director of International Education to Office of Records to designate "SA" at end of course number                             |
| At the time the Summer schedule is due              | February 12, 2018              | All 2018 Summer Sessions Study Abroad Courses from Associate Director of International Education to Office of Records to designate "SA" at end of course number                                    |
| A couple weeks before the Fall schedule is due      | February 12, 2018              | Fall 2018 CEL Courses from Director of CEL to Office of Records to designate "CEL" at end of course number   |

|  |                    |   |
|--|--------------------|---|
| A couple weeks before the Fall schedule is due   | February 12, 2018  | Fall 2018 Field Courses for Major Experience from Director of Major Experience to Office of Records to designate "F" at end of course number  |
| A couple weeks before the Fall schedule is due   | February 12, 2018  | If there are any, Fall 2018 Study Abroad Courses from Associate Director of International Education to Office of Records to designate "SA" at end of course number.   |
| This should be the February meeting because many times it takes two reads for items to be approved. Thus, Curriculum Committee can look at it once in February and once in March. The Registrar will then edit the upcoming catalog with department chairs in late March and all of April. | Mid-February, 2018 | At the mid-February 2018 meeting of the Curriculum Committee, all 2018-2019 catalog changes must be approved and finalized for the Office of Records so the edits can be made to the database before the Fall 2018 course offering is due from department chairs. |
| Monday of last week in February  | February 26, 2018  | Fall 2018 course offering schedule from Department Chairs to Office of Records  |
| Monday after Spring Break  | March 19, 2018     | Fall 2018 interdisciplinary program course type designations from Director of Interdisciplinary Program to Office of Records  |
| Monday after Spring Break  | March 19, 2018     | Fall 2018 new Compass course type designations from Chair of the Compass Council to Office of Records   |
| Monday after Spring Break  | March 19, 2018     | Fall 2018 Ventures, Our Human Heritage Part 1, and Discovery schedule from Director of Compass Curriculum to Office of Records. Any Venture's FA, SOC, and STEM status should be noted at this time, too.   |