

## **A Calendar of Interactions with the Registrar's Office**

### **FALL SEMESTER**

#### **AUGUST**

We will ask for last minute updates to the schedule of courses so we will have accurate information for first year student registration and drop/add.

You will be expected to sign senior honors forms and individual study forms during the drop/add period (first 7 class days).

Throughout the semester you will be expected to sign major, minor and concentration declaration forms.

#### **SEPTEMBER**

You should become familiar with the CPC Procedures on the web (either from the Registrar's Office web page or the Provost Office web page).

Please remind your department/program members that to have a course approved and printed in the Course Catalog, the proposal must be submitted via the on-line form by October 10<sup>th</sup>. You will need to write supportive material for each course proposal.

Start thinking about any changes the department might want to make to the major, minor or concentration requirements. Changes to requirements must be approved by CPC no later than late February to be included in the next Course Catalog.

#### **OCTOBER**

We will send out a memo outlining the procedures for updating the Course Catalog information for your department/program at the beginning of the month. This is due to us in early November. We will ask for any updates for the spring schedule for the department/program in preparation for registration toward the middle of the month. Spring semester registration begins at the end of October.

#### **NOVEMBER**

Any changes you made to your course catalog introductory copy will be returned to you for your inspection. Any additional changes must be back to us by the end of the semester.

Keep us updated on changes to course offerings—cancellations, for example.

#### **DECEMBER**

We will send out the memo outlining the procedures for submitting your department's/program's schedule of courses for the following academic year. These are due in early February. The memo will include instructions on how to balance the schedule across the day and week. This helps students tremendously because courses are spread evenly throughout the week. It also helps with room assignments. Please include room requests for all courses.

If faculty members in your department do not submit grades by the deadline and the Registrar cannot find a contact number for the faculty member, I will be contacting you to help me get grades.

## **SPRING SEMESTER**

### **JANUARY**

You will be expected to sign senior honors forms and individual study forms during the drop/add period.

Throughout the semester you will be expected to sign major, minor and concentration declaration forms.

### **MARCH**

We will be requesting any last minute updates to the schedules for fall semester in preparation for registration. These changes are needed at this time so we can direct OCS students to an accurate schedule of courses. You will need to keep us updated as new courses are added or cancellations are made.

### **APRIL**

We will be sending lists of senior majors, minors, and concentrators requesting verification that requirements for these students are complete. For those majors with seniors attempting honors, we will request the results. This information is due back to us in late April and early May respectively.

### **MAY**

If faculty members in your department do not submit grades by the deadline and the Registrar cannot find a contact number for the faculty member, I will be contacting you to help me get grades.