

General and Graduate Catalog 2010-11 Production Timeline

- Catalog hardcopy copy sent to departments. Thur., December 3 , 2009

- No courses will be revised unless approved by Academic Affairs no later than the Feb. 4, 2010 meeting. Agenda items for Feb. 4th meeting due to Provost's Office Jan. 21, 2010 by 5:00 pm.

- Degree/major/minor requirements must be approved and submitted by the February 9th deadline to be applicable for the following Fall catalog year.

- If these are graduate school changes they must be approved by the Graduate School Committee by the last meeting on January 14, /2010 in order to make it to academic affairs on time.

- Courses approved by Academic Affairs after this deadline will be posted to the on-line catalog version through insidePacific when available.

- **Catalog revisions returned to Registrar's Office by noon** **Tues., February 9, 2010**

- Registrar's Office reviews copy for accuracy of information submitted via Banner. Wed., February 10, 2010

- Proofs reviewed by school designee for final *minor* revisions Mon.-Fri., March 1 - 5, 2010
- SPRING BREAK March 8 - 12, 2010
- Registrar's Office reviews minor revisions Mon., March 8, 2010
- Registrar's Office revisions to designer for 1st round Galley Thurs., March 11, 2010
- Designer returns 1st Galley to Registrar's Office Fri., March 26, 2010
- Registrar's Office reviews and returns 1st Galley to designer Fri., April 9, 2010
- 2nd round of Galleys from designer Fri., April 23, 2010
- Registrar's Office returns 2nd Galley revisions to designer Mon., May 3, 2010
- Catalog copy sent to printer Thurs., May 13, 2010
- Catalog delivery to campus Tues., June 1, 2010
- Distribution of catalog to campus Thurs., June 4, 2010
- 1st Orientation session TBA

Everyone Happy ☺

Dates subject to change