

Summer & Fall 2017 Course Offering Timeline

SUMMER	
Week of Jan 2nd	Email request for <i>Summer</i> 2017 information sent to Chairs & Program Directors.
Mon Jan 16	Core proposals for <i>Summer</i> courses due to Wes Renfro.
Mon Jan 30 at noon	Excel file with Summer 2017 course offering information due to the Registrar's Office (rsilco@sjfc.edu). New summer course forms due to Julie (jthomas@sjfc.edu).

FALL	
Week of Jan 2 nd	Email request for Fall 2017 course information sent to Chairs & Program Directors.
Mon Jan 16	Core proposals for Fall courses due to Wes Renfro.
Mon Jan 30 at noon	Excel file with Fall 2017 course offering information due to the Registrar's Office (rsilco@sjfc.edu) (or your data entry person) by noon. New Course form(s) due to jthomas@sjfc.edu .
Tues Jan 31 through Fri Feb 17	Fall course data entry completed. Chairs and Program Directors will be contacted for an appointment to meet with Ron Silco (or your data entry person) to finalize the Summer and Fall schedule. Course offerings reviewed by School Deans with a final review by Dr. Lynd-Balta.
Wed March 22	Preliminary Fall schedule available for review by Chairs and Program Directors. Final chance to check for course conflicts with other departments.
Fri March 24	<i>Summer</i> and Fall 2017 course offerings are finalized.
week of April 3rd	<i>Summer</i> and Fall 2017 course information posted to Fish 'R' Net.
Mon April 17	<i>Summer</i> 2017 Web registration for current students.
April 18-21 Tues-Friday	Fall 2017 Web registration for current students.