

Checklist

Did you remember to...

_____ Consider general education or major requirements, enrollment trends, and ways to [increase FTE](#)?

_____ Determine course day(s) and times within the [4-day per week schedule](#), where appropriate?

_____ Complete the [Proposal to Offer Special Topics Course \(595\)](#) form and provide signatures by the department chair and dean?

_____ Make changes to the [Banner Rollover Report](#)?

_____ Submit [Section Addition Forms](#) for any courses not on the Banner Rollover Report?

_____ Ensure that courses reflect changes from Common Course Numbering and the new General Education groups?

- Common Course Numbering: umt.edu/newnumber
- General Education: <http://www.umt.edu/registrar/students/generaledreq.aspx>

_____ Provide correct dates for all special session courses?

_____ Provide course descriptions for all courses not described in UM's 2011-2012 General Catalog? Please submit the description (no more than one paragraph) to [Jeff Wimett](#).

_____ Complete the [Departmental Budget Summary](#)?

_____ Submit all information by the appropriate [deadlines](#)?