

Important Dates & Deadlines

- 1/17 Deans/departments receive the Call for Online Courses to plan Autumn 2012 online courses. Call for Courses information is available online at <http://umt.edu/xls/facstaff/callforcourses/online>.
- 2/10 Departments submit course schedules to Maven and Budget Summary Forms to the deans' offices for approval.
- 2/17 The deans' office should submit Budget Summary Forms to SELL.
- 4/9 Registration for Autumn Semester 2012 begins.
- 7/6 Employee contracts for teaching online courses are due to SELL for signature authority and further processing.

Checklist

Did you remember to...

- _____ Consider general education or major requirements and enrollment trends?
- _____ Rollover and/or Remove sections on the Rollover screen in Maven?
- _____ Add any new sections on the List/Add screen in Maven?
- _____ 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>
- _____ Complete the Department Budget Summary Form?
- _____ Submit all information by the appropriate deadlines?