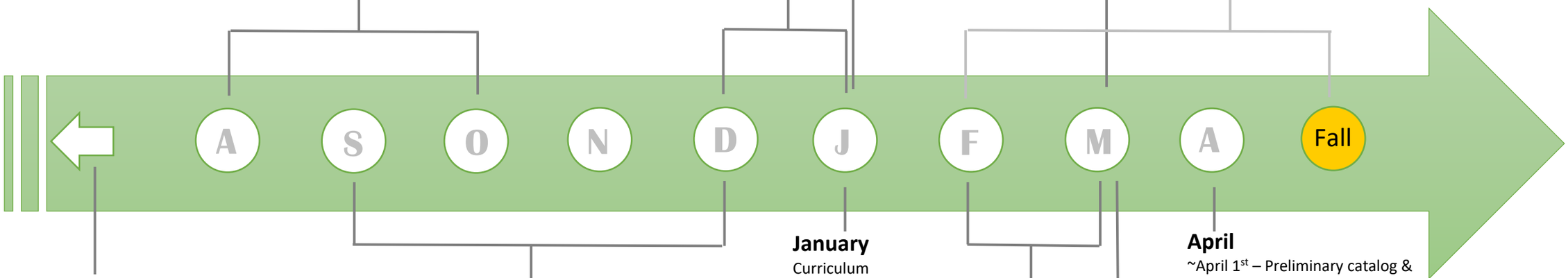
# Credit Curriculum & Scheduling Timeline




**December - January**
Curriculum Office processes course and program changes and additions into the new academic year catalog and Banner

**January - March**
Curriculum Office processes all curricular changes into the AZTransfer system. Progression Plans are reviewed, created and updated in the catalog. Student Development Tech Team processes curricular changes into Degree Works.

**February – Fall semester**
Advising begins for the new academic year

**August-October**
Faculty submit curriculum proposals in Curriculog

**Deadline:** October 31st

**April - July**
Research and planning for curriculum changes and/or new curriculum

**July 1st**
Official catalog published

**September – December**
Curriculum Committee meetings to review & approve proposals

1st meeting in September – Training & updates

**January**
Curriculum Committee reviews any last minute or pending curriculum proposals

**~January 31st into early February**
Registrar rolls the schedule for the new academic year so that scheduling can begin

**February - March**
Courses scheduled, instructors added, and room assignments made for the new academic year

**February**
New Programs and Program Deletions go to the District Governing Board for approval

Once approved by the Board:

- ALO sends the program to HLC for approval; ~3 months for approval, can take 6-9 months
- After HLC approval, Financial Aid Director sends the program to the Department of Education for approval; 2-10-month process

**March**
Book adoptions submitted to the bookstore, and the room scheduling begins for classes.

**April**
~April 1st – Preliminary catalog & view-only schedule released

**Registration for the Fall semester typically begins early to mid-April.**

Any change to the catalog after this date requires an addendum. The only changes that can be made after registration began the previous April are changes that do not directly affect a student's enrollment or admission into a catalog-year specific course or program.