

## 2016-17 UCLA General Catalog Production Timeline

Deadlines for return of Catalog copy allow the Registrar's Office to incorporate as many changes as possible, as late as possible, while still meeting June publishing deadlines for the Fall *Schedule of Classes* and July publishing deadlines for the Catalog. The PDF Catalog will be available for the first summer Orientation session.

Front Catalog sections and Appendixes sent to departments for update ( <i>Undergraduate Study, Graduate Study, Academic Policies, College and Schools, Appendixes</i> )	February 26, 2016
<b>Deadline for return of front Catalog sections and Appendixes</b>	<b>March 18</b>
Curricula and Courses sections sent to departments for update (Scope and Objectives and Faculty Rosters)	March 18
Agenda deadline for April 8 College FEC meeting (Contact Mitsue Yokota <a href="mailto:myokota@college.ucla.edu">myokota@college.ucla.edu</a> )	March 21
Last College FEC meeting before Catalog deadline	April 8
Last Undergraduate Council meeting before Catalog deadline	April 15
<b>Deadline to return Curricula and Courses sections</b>	<b>April 15</b>
Deadline for Registrar's Office to receive CIMS forms for courses to be included in the Catalog	April 22
PDF Catalog online	July 1
HTML Catalog online	July 15

**College Faculty Executive (FEC) Meeting Schedule** <http://www.uei.ucla.edu/feccalendar.htm>

**Undergraduate Council (UgC) Meeting Schedule** <http://www.senate.ucla.edu/committees/ugc/>

**Guide to Undergraduate Course and Program Approval**

<http://www.registrar.ucla.edu/facultystaff/ugcrsprgaprvgd.pdf>

**Schedule of Classes Production Calendar** <http://www.registrar.ucla.edu/facultystaff/productioncal.pdf>

### Instructions

- The Registrar's Office receives CIMS forms for all approved new courses and course changes, so course descriptions are not sent out for update.
- Update faculty rosters with current faculty and emeriti information. Do not include pending appointments or promotions. Faculty information must match UCLA payroll title data.
- Most changes to undergraduate programs and changes to department names and subject area names have already been updated in the Catalog call. Check the copy for accuracy.
- Write approved changes directly on the yellow Catalog call sheets. Do not retype a section. If there are extensive changes, attach an insert.
- If a change is pending approval at the last FEC or UgC meeting before the deadline, include it in the Catalog copy. It will be removed if approval is not received by the deadline.
- Edited text for approved capstone majors has been included in the requirements for the major section based on what was submitted in the capstone application.
- Graduate program requirements are not published in the Catalog. Graduate Division has a separate call and deadlines for updating graduate program copy.

**Questions?** Contact Leann Hennig for editing assistance [lhennig@registrar.ucla.edu](mailto:lhennig@registrar.ucla.edu). Contact Karen Robbins for questions about faculty rosters [krobbins@registrar.ucla.edu](mailto:krobbins@registrar.ucla.edu).