**Catalog Process #1**

**Course Information**

**Timeline:** Sept 1 – Dec 1

**Who is involved:** Faculty, Chairs, Deans, AA’s, SAS and Faculty Governance

SAS (Kay Knierim) prints Course information out of BANNER and sends it to Chairs

Chairs review for changes with other faculty in their departments

AA’s or Chairs fill out Course Change forms to delete courses, create new courses, and make changes to courses. (How to fill out the form)

New Courses/Changes/deleting courses need Dept approval and Dean approval, send forms to Kay Knierim

No Changes: Write “No Changes” on report and return to I Kay Knierim

Kay Knierim enters changes/new courses into BANNER. Creates a list for UPEC/GPEC Review and approvals

UPEC/GPEC communicates approvals or questions to Chairs