

Production Timelines for Credit Schedules and Catalog 2010-11

CATALOG:

March – 4 th week	Catalog changes from JoAn Catalog changes from Wendy D., Lang and Sandy (HR)
April – 1 st week	Catalog files from NanC & Patty Catalog changes from Tammy G.
May – 3 rd week	Catalog to Printer & Charzetta to post online
June – 4 th week	Catalogs delivered

Fall Credit Schedule:

April – 3 rd week	Receive files from NanC Receive narrative from Tammy G.
May – 3-4 th week	To Printer & Charzetta to post online
June – 2 nd week	Schedules delivered

Spring/Summer Credit Schedule:

Sept – 4 th week	Receive files from NanC & Patty Receive narrative from Tammy G.
Oct – 2 nd week	Receive UHCL information
Oct – 2 nd week	Schedule to Printer & Charzetta to post online
Oct – 4 th week	Schedules delivered

Production Timelines for Continuing Education Schedule

CE Summer Schedule:

February	4 th week	Receive files from CE – Liz Garcia
March	3 rd week	CE final proof and to printer & Send Charzetta file to post online
April	3 rd week	CE schedules delivered

CE Fall Schedule:

May	3 rd week	Receive files from CE – Liz Garcia
June	3 rd week	CE final proof and to printer & Send Charzetta file to post online
July	1 st week	CE schedules delivered

CE Spring Schedule:

October -	2 nd week	Receive files from CE – Liz Garcia
	4 th week	CE final proof and to printer & Send Charzetta file to post online
November-	2 nd or 3 rd	CE schedules delivered