

Schedule & Catalog Timeline

Effective: **October 2024 - April 2025** (for upcoming 2025-26 academic year)

DATE	For the 2025-26 SCHEDULE	For the 2025-26 CATALOG
Curriculum Login		
10/4/2024	Registrar inquires about large class scheduling, due by January 3.* Registrar inquires about any general-use classroom updates or repairs for consideration, due by November 8.	Registrar invites departments & committees to submit program updates (changes to major or minor requirements) PLAN AHEAD: The Registrar's Office must review your proposal to ensure your program includes standardized language & format, and will work with the degree progress tool. Program proposals and changes MUST be approved by department, division, CAPP, and the Faculty by the March Faculty meeting* . (See below)
11/8/2024	Department & Committee Chairs submit proposed room updates and repairs to Registrar for consideration	
12/9/2024		<i>Beat the deadline: submit program proposals before winter break if possible.</i>
1/3/2025	<p>*JANUARY 3: PROGRAM PROPOSAL DEADLINE!!</p> <p>Submit program proposals via Curriculum. Proposals should have department & division (or committee) approval, in order to reach CAPP by January 3, and the Faculty by the March 10th meeting.</p> <p>(also) January 3: Notify the Registrar's Office of any changes to the schedule or format of large lecture classes.</p>	
2/3/2025	Registrar sends 2025-26 scheduling materials to department & committee chairs	Registrar sends 2025-26 materials to department & committee chairs for miscellaneous (non-program) catalog text. (Any program requirements must have already been submitted to CAPP by January 3*).
2/27/2025	Divisions submit *first round* of course proposals via Curriculum (final round is due by Mar 27)	

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3/3/2025	Department & committee chairs send proposed 2025-26 schedule to Registrar	Department & committee chairs respond via <i>Curriculum</i> with 2025-26 miscellaneous (non-program) catalog revisions (if any) (Program changes will have already been submitted to CAPP by January 3*)
Mar 4-14 & Mar 17-21	Registrar builds schedule & follows up with department & committee chairs as needed Department & committee chairs should be available to respond to scheduling questions (at least via email/phone).	Registrar uses catalog information provided to help build schedule
Mar 24-28 (Spring Break)	<i>Registrar continues to build schedule and catalog...</i>	
3/31/2025	Divisions submit final round of course proposals via <i>Curriculum</i>	
3/31/2025	Registrar sends 1st draft of 2025-26 schedule to department & committee chairs for review <i>It is important to share schedules with all faculty in the department, and to check schedules of related subjects to ensure co-requisites do not conflict.</i>	Registrar sends 1st draft of 2025-26 catalog to department & committee chairs for review
4/2/2025	Department & committee chairs submit schedule changes/updates to Registrar	Department & committee chairs review catalog content & submit final catalog edits (Program changes will have already been submitted to CAPP by January 3*)
4/4/2025	Final opportunity for department & committee chairs to submit scheduling changes before the schedule of classes goes live.	
4/9/2025	2025-26 Schedule of Classes goes live online (afternoon) class-schedule.reed.edu	2025-26 Catalog goes live online (<i>some pages will not be updated until July 1</i>). catalog.reed.edu
Apr 14-18	<i>Advising appointments...</i>	
4/21/2025	Registration begins for 2025-26	