

OFFICE OF THE REGISTRAR

GUIDELINE FOR DEVELOPMENT OF
Course Schedule by Semester

Term	Topic	Office/Department Responsible	Due* Date	Response to Person/Office
Spring	Development of DRAFT Spring Schedule	Academic Departments	Early July	Registrar
	Final Spring Schedule revisions Submitted	Academic Departments	Mid September	Registrar
Summer	Development of DRAFT Summer Schedule	Academic Departments	Early December	Registrar
	Final Summer Schedule revisions Submitted	Academic Departments	Mid February	Registrar
Fall	Development of DRAFT Fall Schedule	Academic Departments	Late October	Registrar
	Final Fall Schedule revisions Submitted	Academic Departments	Mid January	Registrar

* Exact dates subject to change

Academic Calendar: <http://www.fgcu.edu/Registrar/academiccalendar.asp>