



ICCM Timelines 2012-13

Month	Module Coordinator	School	Programme
January	Curriculum Management System opens for changes to summer/semester 3 (2011/2012) modules: Tuesday January 24 to Tuesday 31 January 2012.	Curriculum Management System opens for changes to summer/semester 3 (2011/2012) modules: Tuesday January 24 to Tuesday 31 January 2012.	❖ Tuesday 24 January – Submission date for February UUPB/UGPB
February	❖ 09 February 2012: Curriculum Management System opens for edits to 2012/13 information • Ensure School is aware of requirement for any new modules	❖ 09 February 2012: Curriculum Management System open for new module requests and for updating module/major/minor information • Work with module coordinators on programme/major/minor changes	❖ 09 February 2012: Curriculum Management System opens • Changes to programmes made via the Curriculum Management System • Timetabling underway; dialogue with Schools on timetabling issues
March	• Coordinators talk with their timetabling colleagues in their School and/or Programme	• Coordination with Programmes (& other Schools who use your modules) on Timetabling	• Throughout April & May: Timetabling information being submitted for entry into timetabling system.
April	❖ Thursday 5 April: Module Descriptor screens close; all module information complete and submitted by coordinators		
May	• End-May: Timetabling information for 2012-13 available online for review	❖ Thursday May 3: Changes to Majors and Minors complete – CMS closed for further edits to Programmes & Majors. • End-May: Timetabling information for 2012-13 available online for review	❖ May 3rd Programme Structures complete. Curriculum Management System closed for edits to programmes and majors 17 May: Programme Timetable submission complete for 2012/13
June	❖ 27 June: Module descriptor opens for updates to certain fields • Note: no changes to dependencies at this point	• Review of Timetabling information online continues • Module List Management Page remains available • Mid June: Timetable review complete	• Review of Timetabling information online • Mid June: Timetable review complete • Programme verification begins
July	❖ 11 July: Module Descriptor closes	• Module Management page still open to allow for changes to module coordinator and capacity.	❖ Mid July: Programme verification complete
August		❖ 2 August: Module Management Page closes	❖ Mid-August: Registration 2012 season start