

**FAS Curriculum Coordinators**  
**Timeline of Activities AY 2017-18 (terms 2178; 2182)**

| Date                   | Activity  |
|------------------------|---|
| March 1                | my.harvard admin. Catalog and Schedule of Classes opens<br>my.harvard Course Search Preview available |
| March 6                | Retire and bracket courses  |
| March 13               | Create, update, re-schedule courses requiring Teaching Fellows  |
| March 6, OUE           | Section Allocation Tool opens   |
| March 27, OUE          | Section Allocation Tool closes  |
| Mid-April              | Create and edit list of cross-listed courses. Spell check courses in advance of Faculty vote          |
| May 1, Faculty Affairs | Last day for faculty appointments. See Faculty Affairs Important Dates                                |
| May 2                  | Faculty vote to approve classes in my.harvard Course Search   |
| Early May              | Canvas websites open to faculty members   |
| June 5                 | my.harvard Course Search opens to the public  |
| August 15              | Last day to work in my.harvard admin  |
| October 2              | Continue to edit spring term classes in my.harvard admin  |
| January 15             | Last day to work in my.harvard admin  |