

**Summer, Fall, and Winter Intersession 2025
Development of Schedule of Courses
Procedures and Time Line**

<p>Development of Course Offerings Through February 21</p>	<p>The ARGOS report Course Information by Department may be used to review 2024 course offerings to assist in developing the 2025 schedule.</p>
<p>Departments Enter Courses Through February 21</p> <p>Courses recommendations for Ozark Campus due to Department Heads February 11</p> <p>*Condensed Courses Requests Forms Due in Registrar's Office February 11</p> <p>Note: for Book Adoption forms (including Inclusive Access and Zero Textbook Cost participation) to be completed when received. Enter courses no later than: February 14</p>	<p>Departments develop the 2025 summer, fall, and winter intersession schedule by entering course information in Banner. See Banner Schedule Procedures for details on entering courses in Banner.</p> <p>Departments view courses using the ARGOS report Course Information by Department. The Schedule of Course Check List may be used to verify information is entered correctly, e.g., sections are correct, web classes have correct instructional method.</p> <p>* Note: For <i>courses with dates other than the full-term</i> please submit Course Addition form to the Registrar's Office by February 14.</p> <p>Submit Inclusive Access and Zero Textbook Cost lists to the Registrar's Office no later than February 14.</p>
<p>Dean of School Review Course Offerings February 24-28</p>	<p>Departmental recommendations of course offerings to dean of school.</p> <p><i>Department must have course offerings entered in Banner prior to this date.</i></p> <p>Dean of School reviews course offerings through ARGOS.</p>
<p>Corrections February 24-28</p>	<p>Departments may make corrections in Banner with dean's approval.</p>
<p>Official Schedule Available Online March 1</p>	<p>Official 2025 Summer, Fall, and Winter Intersession Schedule of Courses available online.</p>
<p>Schedule Changes May Session: March 1 - May 6 June & 10 week session: March 1 - May 27 July session: March 1 - June 30 Fall: March 1 - August 14 Winter Intersession: March 1 - December 9</p>	<p>Although the Schedule of Courses is considered set, with dean's approval departments may make necessary changes using Application Navigator.</p>
<p>Changes made in Registrar's Office May Session: May 7 June & 10 week session: May 28 July session: July 1 Fall: August 15 Winter Intersession: December 10</p>	<p>Course additions, deletion or changes should be submitted on the appropriate Course Schedule Change Forms by the department head to the dean, who if approves will forward to academicaffairs@atu.edu. Approved changes will be processed by the Registrar's Office.</p> <p>*Note: Changes in enrollment limits and location may made be in the academic departments.</p>