



# COURSE PREPARATION CHECKLIST

## FALL 2018

TASK	DUE DATE FIRST 7-WEEK & FULL-TERM COURSES	DUE DATE SECOND 7-WEEK COURSES	INFORMATION
Submit request form for Course Materials production and share additional PDF files	Course Fee*: June 11 Student-Pay**: July 19	Course Fee*: June 11 Student-Pay**: Sept. 4	<a href="#">Submission Details</a> <a href="#">Request Form</a>
Course materials sales begin. Please publish Canvas course site by this date	August 20	October 15	<a href="#">Canvas Instructor Guide</a>
Place textbooks in course reserves through University Library	September 4	October 29	<a href="#">Course Reserves Form</a>
Report textbook selection to campus bookstores	July 24	July 24	<a href="#">Textbook Reporting Instructions</a> <a href="#">Changes Coming October 1</a>
Request secure distribution of graded assignments and exams	Upon completion of grading		<a href="#">Assignment and Exam Program</a>

### NOTES

\*Costs added to tuition.

\*\*Costs paid by credit card.

(Please see [Submission Details](#) for more information.)

Dates are based on the [Academic Calendars](#).

### CONTACTS

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