



COURSE PREPARATION CHECKLIST

WINTER 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*: October 1 Student-Pay**: October 29	Course Fee*: October 1 Student-Pay**: January 14	Submission Details Request Form
Course materials sales begin. Please publish Canvas course site by this date	December 19	February 25	Canvas Instructor Guide
Place textbooks in course reserves at University Library	January 14	March 12	Course Reserves Form
List textbooks on Wolverine Access	December 19	February 25	Textbook Listing Instructions Changes Coming October 1
Request secure distribution of graded assignments and exams	Upon completion of grading		Assignment and Exam Program

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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