

THINGS TO DO FOR: SPRING & SPRING/SUMMER 2014 courses starting in MAY 2014	DUE BY	REQUIRED AND ADDITIONAL INFORMATION SUMMARY For more details visit Submission Procedures .
SUBMIT COURSEPACK FORM if you WILL NOT have a course material packet.	Monday, March 10, 2014	This information will help us to determine our overall production schedule.
SUBMIT COURSEPACK electronic files: 1) email to KBALCurric@umich.edu ; 2) use M+box/drop box hard copies: deliver to staff directly Attn: Debie Gurkin, Fred Jablonski, Emily Schlaack, Halley Todd or request us to come to your office.	Monday, March 10, 2014	This material typically requires copyright review and/or permission but can include lecture notes. This material will be sold to students approximately two weeks before the term begins*. COURSEPACK FORM AND TABLE OF CONTENTS is required with every submission. NOTE: also include cases, simulations or any other items that need to be coordinated in the cost of the packet. Please identify if they will need to be distributed as electronic or hard copy handouts and date needed/used in the course.
*Term Sale Start Date: An announcement will be posted in your CTools site notifying students how to purchase course materials beginning on Monday, April 21, 2014. If your course materials are submitted late, this date is subject to change.		
PUBLISH CTOOLS SITE especially if you will have a course material packet.	Monday, April 14, 2014 (or sooner)	Contact kbalcurric@umich.edu if you need CTools assistance. Ross affiliates will be automatically added to your CTools site – please do not delete: Debie Gurkin, Fred Jablonski, Todd Elkins, Kelly Burr, Emily Schlaack or Jennifer Zimmer.
IMPORTANT: The CVC logo needs to be added to your CTools site. To do this, change the appearance setting to “ Business School ” when you create your CTools site. Be sure to include the Students with Disabilities statement on your class syllabus. Click here to review Academic Services guidelines for our Honor Policy and for students with disabilities. These guidelines are intended to protect both the instructor and the student.		
SUBMIT COURSE RESERVE ITEMS TO Shapiro Library	TBD	Course Reserves are available at the Shapiro Library (University Reserves collection located within Askwith Media Library). Please see this page for more information - http://www.lib.umich.edu/course-reserves .
REPORT TEXTBOOK SELECTION VIA Wolverine Access or ask your Faculty Support Staff for assistance	Reference the textbook calendar for relevant dates	Textbook instructions (step-by-step instructions provided on this website) For Ann Arbor course sections: provide information to your respective faculty support staff by completing a qualtrics survey, or enter textbook information directly into Wolverine Access Faculty Business. For Southfield course sections: e-mail (tm458@bncollege.com) with the course #, section #, book title, author and ISBN.