THINGS TO DO FOR: FALL 2014 courses starting SEPT. 2014	DUE BY	REQUIRED AND ADDITIONAL INFORMATION SUMMARY For more details visit Submission Procedures.
SUMBIT Course Material Production FORM if you **WILL NOT** have a course material packet.	**Monday, July 7, 2014**	This information will help us to determine our overall production schedule.
SUBMIT Course Material Production FORM, TABLE OF CONTENTS/CITATION PAGE and ELECTRONICALLY SUBMIT MATERIALS: email or M+box or drop box.	**Monday, July 7, 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*. **If electronic files are not available,** submit hard copies to staff directly: Debie Gurkin, Fred Jablonski, Emily Schlaack, or Halley Todd or email for one of us to come to your office. **NOTE:** also include cases, simulations or any other special requests that need to be coordinated in the cost. Please identify if they will need to be distributed in the course site or as a hard copy handout; include the 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, August 18, 2014. **If your course materials are submitted late, this date is subject to change.**		
PUBLISH CTOOLS SITE especially if we are producing course materials.	**Monday, Aug. 4, 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, Halley Todd, Emily Schlaack or Jennifer Zimmer.
IMPORTANT: The Ross Logo which includes the CVC statement needs to be added to your CTools site. To do this, **change the appearance setting** from "CTools default" 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. These guidelines are intended to protect both the instructor and the student.		
SUBMIT COURSE RESERVE items to Shapiro Library	**TBD**	Course Reserves will be managed by 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.