

# Schedule & Catalog Timeline

Effective: August 2025 - April 2026 (for the upcoming 2026-27 academic year)

DATE	For the 2026-27 <b>SCHEDULE</b>	For the 2026-27 <b>CATALOG</b>
<a href="#">Curriculum Login</a>		
9/15/2025		<p><b>Departments &amp; Committees begin to propose any new programs or program revisions</b> (changes to major or minor requirements) via the <i>Curriculum</i> app.</p> <p><b>PLAN AHEAD:</b> The Registrar's Office must review your proposal to ensure your program includes standardized language &amp; format, and that it will work with ATLAS. <b>Program proposals and changes MUST be approved by the department &amp; division before the CAPP deadline of January 5, in order to reach the Faculty by the March Faculty meeting*.</b> (See below)</p>
10/3/2025	<p>Registrar inquires about large class scheduling, due by January 5.*</p> <p>Registrar inquires about any general-use classroom updates or repairs for consideration, due by November 7.</p>	
11/7/2025	<b>Department &amp; Committee Chairs submit proposed room updates and repairs to Registrar for consideration</b>	
12/8/2025		<i><b>Beat the deadline:</b> submit program proposals before winter break if possible.</i>
1/5/2026	<p><b>*January 5: PROGRAM PROPOSALS DUE TO CAPP!!</b></p> <p><b>Submit program proposals via <i>Curriculum</i>.</b> Proposals should already have department &amp; division (or committee) approval, in order to reach CAPP by January 5, and the Faculty by the March 9th meeting.</p> <p><b>(also) January 5:</b> Notify the Registrar's Office of any changes to the schedule or format of large lecture classes.</p>	

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2/3/2026	Registrar sends 2026-27 scheduling materials to department & committee chairs	Registrar sends 2026-27 materials to department & committee chairs for other (non-program) catalog content.  <i>(Any program requirements must have already been submitted to CAPP by January 5*).</i>
2/27/2026	Divisions submit <b>*first round*</b> of course proposals via <i>Curriculum</i> (final round is due by Mar 30)	
3/2/2026	Department & committee chairs complete the Google sheet of their proposed 2026-27 schedule.	Department & committee chairs respond via <i>Curriculum</i> with other (non-program) catalog content revisions (if any)  <i>(Program changes will have already been submitted to CAPP by January 5*)</i>
Mar 3-13 & Mar 16-20	Registrar builds schedule & follows up with department & committee chairs as needed  <b>Department &amp; committee chairs should be available to respond to scheduling questions (at least via email/phone).</b>	Registrar uses catalog information provided to help build schedule
Mar 21-29 (Spring Break)	Registrar continues to build schedule and catalog...	
3/30/2026	Divisions submit final round of course proposals via <i>Curriculum</i>	
3/30/2026	Registrar makes 1st draft of 2026-27 schedule available to department & committee chairs for review  <i>It is important to share schedules with all faculty in the department, and to check schedules of related subjects to ensure co-requisites do not conflict.</i>	Registrar sends 1st draft of 2026-27 catalog to department & committee chairs for review
4/3/2026	Department & committee chairs submit schedule changes/updates to Registrar	Department & committee chairs review catalog content & submit final catalog edits  <i>(Program changes will have already been submitted to CAPP by January 5*)</i>
4/3/2026	Final opportunity for department & committee chairs to submit scheduling changes before the schedule of classes goes live.	

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4/8/2026	2026-27 Schedule of Classes goes live online (afternoon)  <a href="http://class-schedule.reed.edu">class-schedule.reed.edu</a>	2026-27 Catalog goes live online for programs & course descriptions ( <i>some pages will not be updated until July 1</i> ).  <a href="http://catalog.reed.edu">catalog.reed.edu</a>
Apr 13-17	Advising appointments...	
4/20/2026	Registration begins for 2026-27	