



THE UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at* FORT WORTH

2024-2025 Catalog Timeline/Procedures

October 27 th	Review and modify editors in Acalog (Online Catalog)
November 6 th	Email communication goes out to editors – Catalog open for edits
Nov. – Dec.	Catalog Editor and Approver Trainings Available
January 22 nd	New/update course forms due to Registrar's Office
February 12 th	Course updates entered into catalog by Registrar's Office
February 23 rd	Departmental content edits completed, reviewed, and approved
February 26 th	Catalog Locked to Editors
February 27 th	CAP & Academic Communications Team begin Catalog Review
March 15 th	Initial Catalog review/edit completed by Registrar Staff DSA
March 18 th	Designee reviews catalog for additional edits (Web & PDF)
March 29 th	Catalog edits are due to Registrar's Office
April 5 th	Edits completed by Registrar's Office
April 5 th	Registrar Final Curriculum Review Completed
April 8 th	Approval to activate catalog - DocuSign 1 st VP-DSA, 2 nd Provost, 3 rd President
Wednesday, May 1 st	Catalog (web) goes live
Monday, August 19 th	Archive 2023 - 2024 Catalog

Editor Access:

<https://unthsc.acalogadmin.com/>

Support:

Try the Help link located in the top right corner of the home page, contact individuals below if you need additional assistance

Password Reset or Timeline Questions:

817-735-2201

registrar@unthsc.edu