



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

## 2020- 2021 Catalog Timeline/Procedures

Aug 31 <sup>st</sup>	Review and modify editors in Acalog (Online Catalog)
Sept 18 <sup>th</sup>	Email communication goes out to editors – Catalog open for edits
Oct – Nov	Catalog Editor and Approver Trainings Available
January 15 <sup>th</sup>	Departmental content edits <b>completed, reviewed, and approved</b>
January 15 <sup>th</sup>	New/update course forms due to Registrar's Office
February 8 <sup>th</sup>	Course updates entered into catalog by Registrar's Office
March 1 <sup>st</sup>	First review/edit for grammatical errors - Registrar Staff
March 3 <sup>rd</sup>	Designee reviews catalog for additional edits (Web & PDF)
March 24 <sup>th</sup>	Catalog edits are due to Registrar's Office
April 14 <sup>th</sup>	Edits completed by Registrar's Office
April 15 <sup>th</sup>	Approval to activate catalog - DocuSign 1 <sup>st</sup> VP-DSAA, 2 <sup>nd</sup> Provost, 3 <sup>rd</sup> President

Monday, May 3<sup>rd</sup> Catalog (web) goes live

### 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:

Courtney Jones Ext. 0605  
registrar@unthsc.edu