

Course Resources -- Quarterly Timeline (Canada)

	4 ~ 2 month before the quarter starts		2 months before the quarter starts		1 month before the quarter starts	17 days prior to the 1 st day of the class
Quarter	<p style="text-align: center;"><u>Admin</u></p> <p>Confirm/edit Master reading list in Leganto. Click Library Review button when finished.</p> <p>(immediately upcoming quarter reading list will already be published)</p>	<p style="text-align: center;"><u>Admin</u></p> <p>Order textbooks for instructors from Leganto Master reading lists.</p>	<p style="text-align: center;"><u>Library</u></p> <p>Lock Master reading lists; Check all titles for e-book availability.</p>	<p style="text-align: center;"><u>Admin</u></p> <p>Send textbooks to instructors so they can review and modify the syllabus. (up to 40%)</p>	<p style="text-align: center;"><u>Instructors</u></p> <p>Send the modified syllabus to Program Director for review and approval before posting in Blackboard for students' access.</p> <p>NOTE: Reading lists are published by the library for students to view (12/1, 3/1, 6/1, 9/1).</p>	<p style="text-align: center;"><u>Instructors</u></p> <p>Add additional reading resources, if you like, to your Leganto <i>section</i> reading lists (which students are not required to purchase).</p> <p>(instructor must be nominated in PeopleSoft for the course)</p>
Winter 1/1 – 3/31	Starting 9/1 Due 10/31	9/1 – 10/31	11/1- 11/30	11/1- 11/30	12/1 ~ 12/31	<u>17 days</u> prior to the 1 st day of the class
Spring 4/1 – 6/30	Starting 12/1 Due 1/31	12/1 – 1/31	2/1 – 2/28 or 2/29	2/1 – 2/28 or 2/29	3/1 ~ 3/31	<u>17 days</u> prior to the 1 st day of the class
Summer 7/1 – 9/30	Starting 3/1 Due 4/30	3/1 – 4/30	5/1 – 5/31	5/1 – 5/31	6/1 ~ 6/30	<u>17 days</u> prior to the 1 st day of the class
Fall 10/1 – 12/31	Starting 6/1 Due 7/31	6/1 – 7/31	8/1 – 8/31	8/1 – 8/31	9/1 ~ 9/30	<u>17 days</u> prior to the 1 st day of the class