



## **CATALOG DEADLINE DATES** **FOR PRINTED 2009-10 CATALOG**

All revised and new courses (**GE and non-GE**) must be entered in ECMS. Meeting the deadline date **MEANS** that your course is in ECMS **and** all of your forms are completed and have the necessary signatures required, and have been submitted to the Curriculum Office on-time. Courses or certificates/degrees requests submitted after the deadline date will be included in the following year's catalog. Failure to take action on a course or certificate/degree that is due for a 5-year revision will result in the course or certificate/degree being deleted from the 2009-10 catalog.

### **GE COURSES:**

**NEW COURSES – Wednesday, November 5, 2008 (5:00pm)**

**REVISED COURSES – Wednesday, November 12, 2008 (5:00pm)**

### **NON-GE COURSES:**

**NEW & REVISED COURSES – Wednesday, December 3, 2008 (5:00pm)**

### **CERTIFICATES & DEGREES:**

**NEW & REVISED – Wednesday, January 28, 2009 (5:00pm)**

### **IMPORTANT INFORMATION:**

1. New GE courses that are submitted for review after November 5, 2008 deadline cannot be offered until Fall Quarter, 2010.
2. Certificate and degree must be revised or created to include course number changes, course deletions, and/or newly added courses (GE and non-GE).
3. Download curriculum forms from the web at: **<http://dilbert.fhda.edu/curriculum/>**.
4. New/current forms must be submitted for all new and revised course and certificate/degree requests.
5. Need ECMS training or assistance? Email **[ecmsadmin@fhda.edu](mailto:ecmsadmin@fhda.edu)**.
6. Need assistance revising or creating a course or certificate/degree? Contact your division curriculum representative.
7. ECMS websites (require user account, contact [ecmsadmin@fhda.edu](mailto:ecmsadmin@fhda.edu)):  
**<http://ecms.deanza.edu/>** (live), **<http://ecms.deanza.edu/ecmsTRAIN/>** (training)