**Most Important Items That Advisors Should Know**

**About Office of the Registrar**

**Scheduling & Publications Unit**

**Scheduling Unit**

* **Proofs**
* Three distinct levels of proofing for quarterly scheduling of classes.
* Proofs include:
* Days/times/classrooms for all courses
* Registration information and restrictions
* **SAF (Schedule Alteration Form)**
* Used once registration has started to make any additions/changes to courses.
* Approval of the Department Chair and Dean of the College for cancellations and changes in days/time.
* **One-time Room Requests**
* Fulfill departmental requests for one-time use of rooms (i.e., a room request for a review session)
* **Departmental IRAL (Instructional Resources Audit List)**
* Updated by departments and maintained by the Office of the Registrar.
* Completed quarterly IRAL data submitted to Budget and Planning.

**Publications Unit**

* **Course Requests** (also known as **Master Course Approvals (MCA)**)
* How to online Master Course Approval system properly.
* Individuals & Committees responsible for approval (and associated timelines).
* Deadlines for inclusion in a given quarter.
* Deadline for inclusion in *General Catalog* publication.
* Publications' **Call for Copy**
* Responding to *General Catalog* Call for Copy (i.e., request for updated text in next year's *General Catalog*)