

Schedule for the 2014-15 Undergraduate Announcement Update Process

February 14	Program description available in the Departmental UA Edit SharePoint site
March 14	Mastheads available for updating in the Departmental UA Edit SharePoint site
March 17	PeopleSoft UAP opens. Use the UAP to update course information. Such updates may include the course title, instructor, and term offered information (e.g. fall, spring, fall/spring, not offered this year, or not yet determined). <i>Please review the “course worksheet” PDF document in the Departmental UA Edit SharePoint site before making changes to the course in the UAP)</i>
April 18	Deadline: Departmental masthead update deadline for ODOF review
May 2	Deadline: PeopleSoft UAP closes at 5PM
May 12	Deadline: Program description documents will be removed from SharePoint
Mid-May	Updated program descriptions available online for review. Corrections or updates to the program description can be emailed to Vicky Glosson (vtgt@princeton.edu)
May 19	Updated mastheads available online for departmental review. Please email any proposed updates to Sandra Gillette (gillette@princeton.edu)
May 30	Final date for departments to submit corrections/updates to mastheads via email to Sandra Gillette (gillette@princeton.edu)
June 6	Final deadline. Email <u>final</u> corrections or updates to program descriptions and courses to Vicky Glosson (vtgt@princeton.edu).
June-July	ODOC, ODOF, and Office of Communications final review and conversion process for the 2014-15 UA
Thursday, August 1	Undergraduate Announcement, 2014-2015 live on the University’s website