

## Timeline for Creating Academic Calendar

<b>Fall Semester</b>	College Registrar uses previous academic year calendars as models to update and develop draft of next forthcoming Academic Calendar.
<b>Fall Semester</b>	College Registrar distributes draft of next forthcoming Academic Calendar to Academic and Student Affairs Council for review.
<b>Upon Academic and Student Affairs Council Recommendation for Approval</b>	College Registrar submits next forthcoming Academic Calendar recommended for approval by Academic and Student Affairs Council to Vice Chancellor for Academic and Student Affairs.
<b>Upon Vice Chancellor for Academic and Student Affairs' Approval</b>	Vice Chancellor for Academic and Student Affairs sends approved Academic Calendar to Human Resources to be submitted to Louisiana Community and Technical College System Office.  Registrar submits approved Academic Calendar to Catalog Editor and Web Content Specialist for publication.
<b>Upon submission</b>	Next forthcoming Academic Calendar published on College's website.