



DA: October 16, 2017*

TO: Deans, Chairs & Departmental Curriculum Committees

FR: Donzell Lee, Ph.D., Provost & EVPAA

A handwritten signature in black ink that reads "Donzell Lee".

**RE: GO.ALCORN 2018-2020 DEGREE PLAN UPDATES &
2018-2020 CATALOG REVISIONS**

It is time to develop 2018-2020 go.alcorn degree plans and revise the *2018-2020 Catalog*. This is an opportunity to improve the accuracy of degree plans going forward, before incorporating them as mirror-images of *2018-2020 Catalog*. Once your departmental curriculum committees approve the degree plans, you will be ready to digitize the content in go.alcorn.edu. The timeline below will assist you.

DELIVERABLE TIMELINE & DEADLINES:

- November 2, 2017 - **go.alcorn** degree plan training: 11:00 am - 12:00 pm; WWAB Banner Training Room, 3rd Floor (Bring print versions of your degree plans to the session). For assistance, contact: Z. Dogar dogar@alcorn.edu or 601-877-6457.
- November 10, 2017 - deadline for chairs/designees to enter undergraduate degree plans into **go.alcorn** (on their own) and submit for dean approval.
- November 15, 2017 - deadline for deans to approve **go.alcorn** degree plans.
- November 17, 2017 - deadline for Provost and Student Records to approve **go.alcorn** degree plans.
- *November 30, 2017 - The completion date for all revisions for the *2018-2020 Catalog* is Thursday, November 30, 2017. Thus, all final drafts of “school” and “department” *2018-2020 Catalog edits* must be completed. [**Though tentative, this is a proactive note to spur you towards preliminary planning. Detailed information is forthcoming regarding the Catalog.*]

In conclusion, the go.alcorn.edu copy-paste feature makes copying previous degree plans into a new, editable degree plans quick and seamless. The go.alcorn team is available for questions. I commend departments who have already completed their 2018-2020 degree plans in go.alcorn.edu and are ready to submit the same in the new Catalog. Therefore, please start degree plan revisions today in preparation of the 2018-2020 academic cycle. A little effort now prevents potential problems later. Be proactive: Start today. Your cooperation is appreciated.