

NEW CHAIRS RECORDS OFFICE AGENDA
Lorie Waldon, Assistant Director of Publications Management
Pat Dalrymple, Associate Director of Records
March 26, 2007

- Lorie: The Loyola Catalogue Publishing System (LCPS)
 - Description of it
 - Dates for opening and closing
 - What occurs after it closes if changes are still necessary
 - Catalogue Update Form
- Master Schedule submissions
 - Master Schedule Form v. Electronic Template
 - Change of Course Status Form
 - General Due Dates
- Pat: Master Schedule Classroom Scheduling
 - The basics of how space is allocated
 - Requesting new time periods
- Pat: WebAdvisor Registration and Registration Issues
 - Dates
 - Permit to Register procedure
 - What we can do electronically v. what we are currently unable to do (and are working on)
 - Faculty/Department consent courses and the Student Petitions (STPE) screen
 - Prerequisite issues
 - Diversity course numbering
- Pat: WebAdvisor grading
 - Procedures
 - Powerpoint presentation
 - Electronic Forms