

January 31, 2012

From: Chris Temple, Assistant Registrar
To: All Deans and Departments
Subject: Annual production of the 2012-2013 Undergraduate Bulletin

The 2012–2013 *Undergraduate Bulletin* is scheduled for distribution on August 14, 2012, and there will be two formal review opportunities for the production of the bulletin as usual. If you are not the appropriate individual to receive this information for review, please forward it to the correct point-of-contact in your office.

For the first round of review, departments should send all updates to their dean's office by **Friday, March 2nd**. The deans are asked to forward these materials to the Office of the Registrar in Room 300 Grace Hall by **Friday, March 9th**. Departments or offices which do not report to a dean may send their updates directly to the Office of the Registrar.

This mailing includes the following items:

1. a bulletin production timeline
2. detailed process instructions
3. the narrative section from last year's bulletin for your review and modification
4. (if appropriate) the course information as extracted from the current online Course Catalog for your corrections

As in the past, the contents of the entire bulletin will be saved on the compact disc inserted in the rear flap of the published bulletin. The course data saved on the CD will include all of the active courses in the University's online Course Catalog—not just those particular courses that will be taught during the 2012–2013 academic year. Active courses are only excluded from the bulletin if they are deliberately omitted using the administrative course attribute of “**ZNBL** - Not published in Bulletin”. Also, all off campus courses (numbered as **X4XXX**) are excluded with the exception of the School of Architecture's courses which are offered in Rome.

Thank you in advance for your help with this annual project.

Sincerely,

Chris Temple
Office of the Registrar
300 Grace Hall
email: ctemple@nd.edu
office: (574)631-5598