### Important Dates for Online Faculty

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Refer To</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/2020</td>
<td>Spring 2020 begins</td>
<td>#7</td>
</tr>
<tr>
<td>01/20/2020</td>
<td>Spring 2020 Welcome Survey opens for 1H and full term students</td>
<td>#8</td>
</tr>
<tr>
<td>02/10/2020</td>
<td>Spring 2020 Midcourse Survey opens for 1H students</td>
<td>#9</td>
</tr>
<tr>
<td>02/17/2020</td>
<td>Spring 2020 Midcourse Emails are distributed</td>
<td>#5</td>
</tr>
<tr>
<td>02/28/2020</td>
<td><strong>Deadline</strong> to verify your Fall 2020 course is scheduled</td>
<td>#1</td>
</tr>
<tr>
<td>03/02/2020</td>
<td>Spring 2020 Midcourse Survey opens for full term students</td>
<td>#9</td>
</tr>
<tr>
<td>03/23/2020</td>
<td><strong>Deadline</strong> to submit your Summer and Fall 2020 CIFs</td>
<td>#2</td>
</tr>
<tr>
<td>03/23/2020</td>
<td>Spring 2020 Welcome Survey opens for 2H students</td>
<td>#8</td>
</tr>
<tr>
<td>03/30/2020</td>
<td>Summer and Fall 2020 class schedules are viewable</td>
<td>#3</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>Summer and Fall 2020 registrations open</td>
<td>#4</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>Spring 2020 Midcourse Survey opens for 2H students</td>
<td>#9</td>
</tr>
<tr>
<td>05/16/2020</td>
<td>Spring 2020 ends. About <a href="#">late starting</a> classes.</td>
<td></td>
</tr>
<tr>
<td>05/18/2020</td>
<td>Summer 2020 Welcome Emails are distributed</td>
<td>#5</td>
</tr>
<tr>
<td>06/01/2020</td>
<td>Summer 2020 begins</td>
<td>#7</td>
</tr>
<tr>
<td>06/01/2020</td>
<td>Summer 2020 Welcome Survey opens for 1H and full term students</td>
<td>#8</td>
</tr>
<tr>
<td>June 2020</td>
<td>Check on the development status of your Fall 2020 online course</td>
<td>#6</td>
</tr>
<tr>
<td>06/22/2020</td>
<td>Summer 2020 Midcourse Survey opens for full term students</td>
<td>#9</td>
</tr>
<tr>
<td>06/29/2020</td>
<td>Summer 2020 Welcome Survey opens for 2H students</td>
<td>#8</td>
</tr>
<tr>
<td>07/25/2020</td>
<td>Summer 2020 ends</td>
<td></td>
</tr>
<tr>
<td>08/03/2020</td>
<td>Fall 2020 Welcome Emails are distributed</td>
<td>#5</td>
</tr>
<tr>
<td>08/17/2020</td>
<td>Fall 2020 begins</td>
<td>#7</td>
</tr>
<tr>
<td>Sept 2020</td>
<td>Schedule build process begins for Spring 2021 classes</td>
<td></td>
</tr>
</tbody>
</table>
Important Dates for Online Faculty

1. Verify your course is scheduled

Work with your department’s scheduling coordinator to verify your course’s
- **part-of-term**, (start/end dates, including **late-starting**), and
- **delivery type**, (ONL for online, or MOPS for managed online programs).
- If you choose to require students to attend **meetings**, verify they are scheduled.

Speak with your department scheduling coordinator about the process to offer new and redesigned online courses.

2. Submit your **course information form** to cif@unm.edu

With online courses in high demand, the registration period is competitive, and online courses tend to fill quickly. Knowing whether a course requires web conferencing, on-campus meetings, or proctoring, are just a few options students weigh before registering.

**Course information** disclosures are also required for continuing UNM’s participation in the State Authorization Reciprocity Agreement (**SARA**).

3. Schedule of Online Courses is viewable

Online courses and their CIF disclosures are viewable at online.unm.edu/schedule

4. Registration opens

UNM students begin registering for courses. They enter LoboWeb, the registration portal, by logging into my.unm.edu. At registrar.unm.edu, Registration/Registration Dates is found in the menu to the left.

5. Emails are distributed

**Welcome Emails**
Two weeks before the semester’s start, online students receive a Welcome Email directing them to the UNM Online **Current Students** web page.

**Midcourse Emails**
Approximately two weeks before midterms, students enrolled online receive a UNM Online Midcourse Email promoting online tutoring services, and directing them to the UNM Online **Current Students** web page.

Midcourse emails are not distributed in the Summer since online tutoring services are not available.

6. Fully design your course

For course design services, contact **UNM Center for Digital Learning** to:
- Register and complete Evidence-Based Practice for Teaching Online, an online course built to help you design and teach an effective online course.
- Meet (in-person or online) with your instructional designer to understand how they can help you with your course.
- Work with your designer to set a timeline for regular touchpoints and deliverables for preparing your online course.
- Complete your online course design and work with your designer to have the course internally reviewed.
7. The semester begins

Online courses in UNM Learn are accessible at 12:00 AM on the following dates:

**Spring 2020**
- Full term: 01/20/2020
- First half (1H): 01/20/2020
- Second-half (2H): 03/23/2020

**Summer 2020**
- Full term: 06/01/2020
- First half (1H): 06/01/2020
- Second-half (2H): 06/29/2020

**Fall 2020**
- Full term: 08/17/2020
- First half (1H): 08/17/2020
- Second-half (2H): 10/12/2020

8. Welcome Survey

A UNM Online Welcome Survey invitation is sent to students enrolled online. Results are compiled and distributed to online faculty. Surveys are open on the following dates:

**Spring 2020**
- First half (1H): 02/10 to 02/17/2020
- Full term: 03/02 to 03/09/2020
- Second-half (2H): 04/13 to 04/20/2020

**Summer 2020**
- A Midcourse Survey invitation is sent only to full term online students
  - Full term: 06/22 to 06/29/2020

9. Midcourse Survey

A UNM Online Midcourse Survey invitation is sent to students enrolled online. Results are compiled and distributed to online faculty. Surveys are open on the following dates:

**Spring 2020**
- First half (1H): 02/10 to 02/17/2020
- Full term: 03/02 to 03/09/2020
- Second-half (2H): 04/13 to 04/20/2020

**Summer 2020**
- Only to full term online students
  - Full term: 06/22 to 06/29/2020