

# Important Dates for Online Faculty

| ✓ | Date       | Description   | Refer To |
|---|------------|---|----------|
|   | 01/20/2020 | Spring 2020 begins  | #7       |
|   | 01/20/2020 | Spring 2020 Welcome Survey opens for 1H and full term students  | #8       |
|   | 02/10/2020 | Spring 2020 Midcourse Survey opens for 1H students              | #9       |
|   | 02/17/2020 | Spring 2020 Midcourse Emails are distributed                    | #5       |
|   | 02/28/2020 | <b>Deadline</b> to verify your Fall 2020 course is scheduled    | #1       |
|   | 03/02/2020 | Spring 2020 Midcourse Survey opens for full term students       | #9       |
|   | 03/23/2020 | <b>Deadline</b> to submit your Summer and Fall 2020 CIFs        | #2       |
|   | 03/23/2020 | Spring 2020 Welcome Survey opens for 2H students                | #8       |
|   | 03/30/2020 | Summer and Fall 2020 class schedules are viewable               | #3       |
|   | 04/13/2020 | Summer and Fall 2020 registrations open                         | #4       |
|   | 04/13/2020 | Spring 2020 Midcourse Survey opens for 2H students              | #9       |
|   | 05/16/2020 | Spring 2020 ends. About <a href="#">late starting</a> classes.  |          |
|   | 05/18/2020 | Summer 2020 Welcome Emails are distributed                      | #5       |
|   | 06/01/2020 | Summer 2020 begins  | #7       |
|   | 06/01/2020 | Summer 2020 Welcome Survey opens for 1H and full term students  | #8       |
|   | June 2020  | Check on the development status of your Fall 2020 online course | #6       |
|   | 06/22/2020 | Summer 2020 Midcourse Survey opens for full term students       | #9       |
|   | 06/29/2020 | Summer 2020 Welcome Survey opens for 2H students                | #8       |
|   | 07/25/2020 | Summer 2020 ends  |          |
|   | 08/03/2020 | Fall 2020 Welcome Emails are distributed                        | #5       |
|   | 08/17/2020 | Fall 2020 begins  | #7       |
|   | Sept 2020  | Schedule build process begins for Spring 2021 classes           |          |
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## 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](mailto: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](https://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](https://my.unm.edu). At [registrar.unm.edu](https://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.

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## 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

- Full term: 01/20 to 02/03/2020
- First half (1H): 01/20 to 02/03/2020
- Second-half (2H): 03/23 to 03/30/2020

### Summer 2020

- Full term: 06/01 to 06/08/2020
- First half (1H): 06/01 to 06/08/2020
- Second-half (2H): 06/29 to 07/06/2020

## 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

- A [Midcourse Survey](#) invitation is sent only to full term online students
- Full term: 06/22 to 06/29/2020