**INITIAL CALL**

**CURRICULAR SERVICES**

Prepare and post Initial Call e-Mailout for departments on the Curricular Toolkit

**CURRIC REP**

Read and review materials from Curricular Services

Gather information from faculty and/or chairperson

Enter updates into ISIS

Audit/verify Updates

**FINAL CALL**

**CURRICULAR SERVICES**

Audit data entered during initial call

Assign General Assignment Classrooms

Prepare and post Final Call e-Mailout for departments on the Curricular Toolkit

**CURRIC REP**

Read and review materials from Curricular Services

Review room assignments, reports, and pages

Gather information from faculty and/or chairperson

Enter updates into ISIS

Audit/verify updates