

Fall 2015 Class Schedule Sign Off

Instructional Office Use Only

*1st Review Final Proof Blueline

College/Office _____

Reviewer's Signature _____

In an effort to ensure the quality of the Class Schedule, please take time to review the attached page proofs for **content and accuracy only**. **Mark them up**, preferably with a **RED PEN** (red is so much easier to see than other colors).

We make every effort to ensure your piece is edited for spelling and grammar errors. However, it is ultimately the responsibility of the department providing the content to approve the content for print.

Below is a general list of areas that you should check when proofing the class schedule. Remember, during the Blueline stage of the process you are reviewing for blatant errors: pay special attention to fees, dates, and curriculum items. **If a change is pending approval, please note this status on the edits you submit. If the proposed changes are not submitted by the deadline for edits, they will NOT be incorporated into the final draft.**

Okay as is	Correction(s)
Please Initial	noted
	Please Initial

Public Information Officer (PIO)

Body

_____	_____	Graphics are in signature
_____	_____	Map is current and accurate
_____	_____	President's photo and message are current, accurate
_____	_____	Table of contents accurate, correct descriptions and page numbers
_____	_____	Color is correctly marked
_____	_____	Common pages match information submitted by Student Services
_____	_____	Periodical Statement is accurate
_____	_____	References to page numbers are accurate
_____	_____	Websites are accurate
_____	_____	Off campus listings are accurate

Curriculum (Class Listings)

_____	_____	Units (accurate number and no "s" for 1 unit
_____	_____	Course number/designators—sequential order
_____	_____	Online listings match
_____	_____	Building and rooms begin with Caps
_____	_____	Color is correctly marked
_____	_____	Lowercase am/pm without periods
_____	_____	Honors classes/Military ads are updated
_____	_____	Comments are brief, necessary, consistent and compliant
_____	_____	Headings start at the top of the column

_____ Approve as is Approve with changes Would like to review changes

Additional Comments: