

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	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: