Overall High Level Process- Yearly Cycle

**Manual**
- New Courses and complex course changes submitted manually to Curriculum Team by SAM/Academics
- Simple changes made in CMS by SAM’s
- Allocate and Setup course codes

**CMS**
- Entered into CMS
- QAC Review and Approval in CMS
- Block Uses entered providing compulsory course info for the programme
- For Timetable creation
- Calendar Creation using prescription data
- Caps and Requisites entered

**SRS**
- Allocate and Setup programme codes

**CMS (Timetabling System)**
- Draft Catalogue Produced
- Draft Catalogue Review and changes made
- Rollover of Timetable into new academic year
- Timetable Finalised
- Publish Calendar

**Calendar**
- Rollover of Timetable into new academic year

**My Curriculum**
- Quality Checks
- Course Selection Screens showing correct information

**QAC Review and Approval in CMS**
- Assessment Changes S1
- Assessment Changes S2

**For Timetable creation**
- For Timetable creation
- Rollover of Timetable into new academic year
- Timetable Finalised

**New Programmes and changes submitted manually to Curriculum Team by SAM/Academics**
- New Programmes and changes submitted manually to Curriculum Team by SAM/Academics
- QAC review and approve via email (this year only)

**Calendar**
- Calendar Creation using prescription data
- Caps and Requisites entered

**Update Build which enables the right course selection to be made**
- Update Build which enables the right course selection to be made
- Quality Checks
- Course Selection Screens showing correct information