

Pre-term Copy Timeline

COPY ROUND 1

OPENS 7 WEEKS PRIOR TO TERM START

Duration: 12–15 business days
Approvers receive an email notification the day before Bulk Copy opens. The email includes the dates for Bulk Copy Round 1 & 2 open and close dates as well as directions for how to complete copy selections.
Processing: Copies are processed at the *close* of Round 1 and appear in course sections the following day (5 weeks prior to term start) 🗝️ Best Practice: Make selections in Round 1 to give instructors maximum prep time.

COPY ROUND 2

OPENS 4 WEEKS PRIOR TO TERM START

Opens: 4 weeks before term start
Duration: 7–9 business days
Processing: Copies are processed at the close of Round 2 and appear in course sections the following day (3 weeks prior to term start)

ONE OFF COPY REQUESTS

MAKING COPY REQUESTS AFTER ROUND 1 & 2

If a course section splits, is scheduled late or needs a newly developed template that just become Approved and available Chairs or Approvers should submit a copy request via our [One-Off Copy Request form](#).

COURSES OPEN!

TWO WEEKS PRIOR TO TERM START

Courses are made active (open) for students two weeks prior to the Term Start. Once a course is open, it becomes visible and student's are able to view and access the course. Instructors should have the syllabus published and term specific due dates added to assignments, discussions and quizzes prior to term start.

TERM START

You can find NLU’s Term start, an other important dates dates on the [Academic Calendar webpage](#).