

SUMMER 2010 CLASS SCHEDULE TIME LINE

2009

- October 5, Monday** Departments/Programs and divisions receive materials to build summer 2010 class schedule. Departments/Programs print summer 2010 schedule information sheets **or** schedule build worksheet.
- September 25, Friday** Spring 2010 book orders delivered to departments.
- October 12, Monday** Last date for Department Chairs/Directors to give ADAs summer class schedule for inputting. ADA's are encouraged to begin schedule input immediately.
- October 14, Wednesday** Draft of the summer schedule will be posted on the Intranet for departments to review entry. (Draft will be updated frequently.)
- October 12, Monday** Spring 2010 book orders are due to Follett Bookstore.
- October 30, Friday** Due date for Departments/Programs to finish entering summer 2010 course offerings and submit materials to Division Dean's office by 3:00 p.m., schedule build worksheets, Intranet printout, topic forms (*green paper*) with SIS, audit report, PNSR, instructor missing detail report, online class form room chart and any additional materials requested. Learning Community materials need to be directed to the Languages and Literature Division—attention Terri Wallace.
- October 30-November 17** Departments work with Division Dean's office to address any corrections and/or edits to class schedule.
- November 17, Tuesday** Departments' access to enter class information removed at midnight. *Departments will continue to have access to Instructor Detail area in order to address instructor edits and additions through June 25.*
- December 7, Monday** Deans submit schedule build worksheets, Intranet printout, topic forms with SIS, audit report, online class form and room chart to Instructional Services.
- December 29, Tuesday** Departments/Programs and Deans print and proof a current (*not more than one week old*) Department Lookup Report or Subject Lookup Report and Intranet schedule. This is the last opportunity to identify and correct input errors. Room assignments will be completed by this time.

2010

- January 19, Tuesday** Spring 2010 Semester Begins
- January 22, Friday** Deadline for Departments/Programs to submit corrections to Division Dean. Corrections should be made on a current Lookup Report and Intranet print out and submitted by 2:00 p.m. accompanied by a signed final proof cover sheet.
- February 5, Friday** Deadline for Division Dean to submit Intranet corrections to Instructional Services.
- February 8, Monday** Departments/Programs start using the e-mail cancellation list to cancel classes for

summer 2010, rather than SIS.

February 16, Tuesday

Summer 2010 book orders delivered to departments.

March 1, Monday*

Online class search in eServices could be made available to the community.

March 5, Friday

Summer 2010 book orders are due to Follett Bookstore.

April 6, Tuesday

Registration begins for summer 2010.

May 17, Monday

Departments/Programs print and distribute summer hourly assignment notices and other information to instructors.

June 21, Monday

Summer 2010 6-and 8-week sessions begin.

July 20, Tuesday

Pay date for first payroll.

* Dates are approximate and subject to change

Approved: 9/25/09

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