

## FALL 2009 (2007) CLASS SCHEDULE TIME LINE

### 2008

- November 5, Wednesday** Departments/Programs and divisions receive materials to build fall 2009 class schedule. Departments/Programs print fall 2009 schedule information sheets **or** schedule build worksheet.
- November 24, Monday** Last date for Department Chairs/Directors to give ADAs fall class schedule for inputting. ADA's are encouraged to begin schedule input immediately.
- December 1, Monday** Draft of the fall schedule will be posted on the Intranet for departments to review entry
- December 4, Thursday** 9:00 a.m. to 1:00 p.m. Open sessions for data input. Location to be announced.  
*RSVP*
- December 9, Tuesday** 1:00 p.m. to 4:00 p.m. Open sessions for data input. Location to be announced.  
*RSVP*

### 2009

- January 20, Tuesday** Spring 2009 Semester Begins
- February 2, Monday** Due date for Departments/Programs to finish entering fall 2009 course offerings and submit materials to Division Dean's office by 3:00 p.m., including schedule build worksheets, topic forms with SIS, audit report, room chart and any additional materials requested.
- February 2-February 12** Departments work with Division Dean's office to address any corrections and/or edits to class schedule.
- February 12, Thursday** 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 August 28.* A draft of the fall schedule will be posted on the Intranet beginning December 1 for departments to review their entry.
- February 17, Tuesday** *Summer 2009 book orders delivered to departments*
- February 23, Monday** Deans submit schedule build worksheets, topic forms with SIS, audit report and room chart to Instructional Services. **After February 23, no adds or changes that affect dates and/or times of classes will be accepted.** Only instructor detail changes and cancelled classes will be accepted.
- March 6, Friday** *Summer 2009 book orders due to bookstore*

<b>March 9, Monday</b>	Departments/Programs and Deans print and proof a current ( <i>not more than one week old</i> ) 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.
<i>March 11, Wednesday</i>	<i>Fall 2009 book orders delivered to departments</i>
<b>March 16, Monday</b>	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.
<b>March 23-29</b>	Spring Break
<b>March 26, Thursday</b>	Deadline for Division Dean to submit Intranet corrections to Instructional Services
<b>April 3, Friday</b>	Departments/Programs start using the e-mail cancellation list to cancel classes for fall 2009, rather than SIS.
<i>April 1, Wednesday</i>	<i>Fall 2009 book orders are due to Follett Bookstore</i>
<b>May 4, Monday*</b>	Online class search in eServices could be made available to the community.
<b>May 29, Friday</b>	Fall 2009 schedules mailed and available on campus during this week.
<b>June 5, Friday</b>	Early Acceptance Program Registration for Fall 2009
<b>July 6, Monday</b>	Remaining Fall 2009 Registration begins
<b>July 27, Monday*</b>	Departments/Programs print and distribute fall hourly assignment notices and other information to instructors.
<b>August 24, Monday</b>	Fall 2009 semester begins.
<b>August 28, Friday</b>	Inputters access to enter instructor detail removed at midnight (for <u>Fall 2009 payroll</u> )
<b>September 18, Friday</b>	Pay date for first payroll.

\* Dates are approximate and subject to change

Approved: 9/08

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