

SPRING 2010 CLASS SCHEDULE TIME LINE

2009

- April 7, Tuesday** Departments/Programs and divisions receive materials to build spring 2010 class schedule. Departments/Programs print spring 2010 schedule information sheets **or** schedule build worksheet.
- April 20, Monday** Last date for Department Chairs/Directors to give ADAs spring class schedule for inputting. ADA's are encouraged to begin schedule input immediately.
- April 27, Monday** Draft of the spring schedule will be posted on the Intranet for departments to review entry.
- May 7, Thursday** Due date for Departments/Programs to finish entering spring 2010 course offerings and submit materials to Division Dean's office by 3:00 p.m., including schedule build worksheets, Intranet printout, topic forms (*pink 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 Arts, Media, Business and Computing Systems Division—attention Jennifer Martin.
- May 7- May 29** Departments work with Division Dean's office to address any corrections and/or edits to class schedule.
- May 29, Friday** 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 Friday, January 22.* A draft of the spring schedule will be posted on the Intranet beginning April 27 for departments to review their entry.
- June 5, Friday** Deans submit schedule build worksheets, Intranet printout, topic forms with SIS, audit report, online class form and room chart to Instructional Services. **After June 5, 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.
- August 10, Monday** 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. *Instructional Services will send the Final Proof signature/cover sheet to departments at this time.*
- August 24, Monday** Fall 2009 Semester Begins.
- September 3, Thursday** Deadline for Departments/Programs to submit corrections to Division Dean. Corrections should be made on a current Lookup Report and Intranet print out (*not more than one week old*) and submitted by 2:00 p.m. accompanied by a signed Final Proof cover sheet.
- September 4, Friday** Departments/Programs start using the e-mail cancellation list to cancel classes for spring 2010, rather than SIS.

September 8, Tuesday Deadline for Division Dean to submit Intranet corrections to Instructional Services at noon.

September 25, Friday * Spring 2010 book orders delivered to departments.

September 28, Monday* Online class search in eServices could be made available to the community.

October 12, Monday* Spring 2010 book order are due to Follett Bookstore.

October 30, Friday* Spring 2010 schedules mailed and available on campus during this week.

November 9, Monday* Spring 2010 Registration begins.

November 13, Friday Veterans Day Holiday

December 7, Monday* Departments/Programs print and distribute spring hourly assignment notices and other information to instructors.

2010

January 19, Tuesday Spring 2010 semester begins.

January 22, Friday Inputters access to enter instructor detail removed at midnight (for Spring 2010 payroll) Replacement account strings should be assigned by this time.

February 19, Friday Pay date for first payroll.

* Dates are approximate and subject to change

Approved: 4/03/09

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