

# SPRING 2021 (2213) CLASS SCHEDULE TIME LINE

DATES ARE APPROXIMATE  
AND SUBJECT TO CHANGE

## 2020

<i>May 26, Tuesday</i>	<i>Summer 2020 INT session begins.</i>
<i>June 4, Thursday</i>	<i>Fall 2020 registration begins.</i>
<b>June 22, Monday</b>	Departments/Programs and divisions receive materials to build Spring 2021 class schedule.
<i>June 22, Monday</i>	<i>Summer 2020 4W1, F6, and FT1 (FT2) sessions begin.</i>
<i>June 29, Monday</i>	<i>Departments run PNSR report for Fall 2020.</i>
<i>July 6, Monday</i>	<i>Fall 2020 PNSR due to Division Dean.</i>
<i>July 13, Monday</i>	<i>Fall 2020 PNSR due to Instructional Services.</i>
<i>August 7, Friday</i>	<i>Department/Programs distribute Fall 2020 hourly assignment notices (HANs) and other information to instructors</i>
<b>July 6, Monday</b>	Draft of the Spring 2021 schedule will be posted on the Intranet for departments to review.
<i>July 20, Monday</i>	<i>Summer 2020 4W2 session begins.</i>
<i>August 3, Monday</i>	<i>Division Offices determine replacement accounts for Fall 2020.</i>
<b>August 21, Friday</b>	Due date for Departments/Programs to finish entering Spring 2021 course offerings and submit materials to Division Dean's office by 3:00 p.m. Include schedule build worksheet, audit report, class component report, PNSR, instructor missing detail report, online class forms, room chart, check variable unit hours, department report, Intranet printout <b>(which includes: Escondido Ed. Center, Fallbrook Ed. Center, Rancho Bernardo Ed. Center, Sites, Online, Video, and Weekend sections; and cross listed/combined classes from different disciplines)</b> and any additional materials requested by the Dean's office.
<i>August 24, Monday</i>	<i>Fall 2020 Semester Begins.</i>
<b>September 4, Friday</b>	Departments' access to enter class information removed at <b>midnight</b> . <i>Departments will continue to have access to Instructor Detail area in order to address instructor edits and additions through Friday, February 5, 2021.</i>
<b>September 4, Friday</b>	Deans submit materials to Instructional Services.
<b>September 22, Tuesday</b>	Departments/Programs submit Spring 2021 Intranet <b>(which includes: Escondido Center, Fallbrook Education Center, Rancho Bernardo Education Center, Sites, Online, Video, Fast Track and Weekend sections, cross listed/combined classes from different disciplines)</b> to Division Dean. Corrections should be made on the Intranet print out and submitted by 2:00 p.m. accompanied by a signed Final Proof cover sheet.
<i>September 28, Monday</i>	<i>Departments review "enrollment vs. room cap" reports for Spring 2021.</i>
<i>October 5, Monday</i>	<i>Spring 2021 "enrollment vs. room cap" due to Division Dean.</i>
<i>October 12, Monday</i>	<i>Spring 2021 "enrollment vs. room cap" due to Instructional Services.</i>
<b>September 29, Tuesday</b>	Deadline for Division Dean to submit Intranet corrections to Instructional Services at noon.
<b>October 2, Friday</b>	Departments/Programs start using the e-mail cancellation list to cancel classes for Spring 2021, rather than SIS. <b>Please check with Rebecca Diaz to verify.</b>
<i>Green-refers to summer</i>	<i>Orange-refers to spring</i> <i>Blue-refers to fall</i>

*October 26, Monday*  
*November 2, Monday*  
*November 9, Monday*

*Departments run PNSR report for Spring 2021.*  
*Spring 2021 PNSR due to Division Dean.*  
*Spring 2021 PNSR due to Instructional Services.*

**October 26, Monday**

Spring 2021 Registration begins.

**December 7, Monday**

Departments/Programs distribute Spring 2021 hourly assignment notices (HANs) and other information to instructors.

*December 7, Monday*

*Division Offices determine replacement accounts for Spring 2021.*

## **2021**

**January 4, Monday**

Spring 2021 semester begins.

**February 5, Friday**

Inputters access to enter instructor detail removed at midnight (for Spring 2021 payroll) replacement account strings should be assigned by this time.

Approved: 6/22/20

cc: Luke Bisagna  
Glyn Bongolan  
Miguel Dumbrique  
Maria (Elena) Fernandez (HR)  
Eva Lauchmen  
John Lewis  
Yvette Maynard  
Tom Medel  
Benjamin Moss  
Nicole Puccio  
Ray Rey (Bookstore)-[0688mgr@follett.com](mailto:0688mgr@follett.com)  
Patricia Reyes (Event Scheduler)  
Dayna Schwab (Facilities)  
Tania Silva (HR)  
Cassandra Stone  
Brandi Taveuveu  
Eillen Waller (Payroll)  
Ryan Williams  
Christine Winterle (HR)