SAN DIEGO MESA COLLEGE

Guidelines for First Download Proofing

The District Office strongly recommends that as few changes as possible be made to the first download proofs. Each college is responsible for instituting a process for review to ensure that the final schedule of classes is accurate. To that end, printer's proofs are provided at regular intervals to allow schools to make adjustments and to review that ISIS changes have been inputted correctly.

The following information is given as a guide to the proofing of the first download.

A. FIRST DOWNLOAD (Tape cut)

The date of the first download tape cut is the final opportunity for schools to make changes in ISIS prior to the District's downloading of schedule information into a Word file. A printer's proof produced at tape cut is to assist schools in their campus review of the District's downloaded Word file.

As a reminder:

- After the tape cut date confirming Change to Masters (CTMs) are required for any and all changes.
- Schools are responsible for assuring new room assignments do not create room conflicts.
- Changes to courses are input into ISIS by schools and these changes will be reflected in the online schedule of classes.
- Confirming CTMs are emailed to the Vice President Office of Instruction Admin Sec (Mila), Admin Tech (Arlis) and the school's timekeeper.

B. FIRST DOWNLOAD PROOFING (Campus Review)

The campus review proofing is NOT a mechanism for making revisions.

The first download proofing (campus review) is to ensure the downloaded Word file document is formatted correctly and contains correct course information. All campus review changes made and inputted into ISIS will appear in the online schedule of classes.

To have these changes listed in the printed schedule a hard copy CTM with dean's signature may be submitted to the Office of Instruction on the day of campus review and for approximately two days after the review. After the signed hard copy CTMs are reviewed and verified by Office of Instruction personnel changes are manually made to the District's downloaded Word document and will be included in the printed schedule.

Listed below are the types of campus review adjustments that should follow the hard copy CTM process to have changes appear in the printed schedule.

- Class cancellations
- Changes to rooms, times, days and session dates
- Comments affecting student enrollment