

SAN DIEGO MESA COLLEGE
SCHEDULE DEVELOPMENT TIMELINE
SPRING 2020
February 3, 2020 to June 1, 2020

TIME FRAME:	ACTION:
1. 07/31/19 (W)	• ISIS Roll Forward and Printer Proofs available
2. 07/31/19 (W)	• Deans review FTEF allocations and schedule development timeline with chairs
3. 07/31/19 (W) to 08/12/19 (M)	• Chairs work with roll forward and printer proof to determine ISIS changes needed for Campus Solutions(CS) inputting
4. 08/12/19 (M) to 09/04/19 (W)	• On campus inputting into Campus Solutions(CS) begins
5. 09/05/19 (Th) to 09/06/19 (F)	• Group training/inputting at Miramar begins ➤ Use District Spring 2020 Schedule Build for dates/times ➤ File posted on Mesa Schedule Development Website
6. 09/09/19 (M) to 09/10/19 (T)	• On campus inputting into CS
7. 09/11/19 (W) to 09/13/19 (F)	• Group inputting at Miramar ➤ Use District Spring 2020 Schedule Build for dates/times ➤ File posted on Mesa Schedule Development Website
8. 09/16/19 (M) to 09/20/19 (F)	• On campus inputting into CS ➤ Review CS data/queries with Deans/Chairs ➤ CTMs will be needed after 9/20/19 ➤ Cancellation of CNs only - no deletions after 9/20/19
9. 09/23/19 (M) to 09/25/19 (W)	• Enter final changes into Campus Solutions ➤ CTMs needed for Campus Review
10. 09/26/19 (Th)	• Campus review (Location TBD)
11. 09/27/19 (F)	• Last day to input campus review signed CTM corrections into CS for Spring 2020 printed schedule