

SAN DIEGO MESA COLLEGE
SCHEDULE DEVELOPMENT TIMELINE
SUMMER 2019
June 3 to August 10, 2019

Revision
2/28/2019

TIME FRAME:	ACTION:
1. 10/31/18 (T)	• Roll Forward available to deans and secretaries
2. 10/31/18 (T)	• Deans review FTEF allocations and schedule development timeline with chairs
3. 10/31/18 (T) to 12/07/18 (F)	• Chairs input schedule changes directly into the Scheduler ➤ Contact Vice President of Instruction (VPI) office for Scheduler Manual and training • Chairs work with secretaries to make changes that cannot be done within the Scheduler
4. 12/07/18 (F)	• Last day for chairs to input into Scheduler
5. 12/09/18 (M) to 2/01/19 (F)	• Schools resolve schedule problems <u>using latest printer proofs</u> ➤ Secretaries input all changes into ISIS ➤ Schools are responsible for assuring room assignments do not create conflicts. (*) ➤ Change to Masters (CTMs) are not required to be sent to VPI office during this time
6. 02/01/19 (F)	• Last day to enter Summer 2019 data into ISIS
7. 02/04/19 (M) to 02/22/19 (F)	• Schools enter summer 2019 data into Campus Solutions (CS)
8. 02/25/19 (M) to 02/28/19 (Th)	• Schools review CS content and make changes in CS
9. 03/01/19 (F)	• Last day to input in CS for Summer printed schedule (Tapecut)
10. 03/07/19 (Th)	• Campus Review of Summer Schedule (Room LRC 208)