

SAN DIEGO MESA COLLEGE
SCHEDULE DEVELOPMENT TIMELINE
SUMMER 2021
June 7 to August 14, 2021

TIME FRAME:	ACTION:
1. 12/14/20 (M)	• Roll Forward available to deans and secretaries
2. 12/14/20 (M)	• Deans review FTEF allocations and schedule development timeline with chairs
3. 12/14/20 (M) to 02/12/21 (F)	• Schools work with secretaries to input schedule into Campus Solutions(CS)
4. 02/12/21 (F)	• Last day for input into Campus Solutions(CS) for first Draft of printed schedule
5. 02/16/21 (T) to 02/26/21 (F)	• Schools review electronic printed schedule draft and provide secretaries with changes • Secretaries input changes into Campus Solutions(CS)
6. 02/26/21 (F)	• Last day for printed schedule input into Campus Solutions(CS) - Tapecut
7. 03/02/21 (T) to 03/18/21 (Th)	• Schools review electronic tapecut printed schedule/ISCLASS file • Schools enter changes into CS • For changes made after 2/26 to be included in printed schedule schools submit electronic CTMs to VPI Office
8. 03/18/21 (Th)	• Last day for schools to submit electronic CTMs to VPI Office for changes to be included in printed schedule
9. 03/19/21 (F)	• VPI Office completes inputting of electronic CTM changes for printed schedule into PIO file