

Campus Solutions

Fall 2019 Schedule Build

Trainings April 25th – May 10th, 2019

1. Class Scheduling on Campus

April 15th – April 24th 2019

Class Schedulers will begin entering classes while at their home campus. The class schedulers have the foundational knowledge necessary to begin initial data entry for the schedule of classes.

Tools available to class schedulers include the Fall 2019 Roll Forward Report, Printer's Proofs (B2511 and B2505), and EMS downloads produced from current ISIS data.

2. Formal Training – College

Optional Review Sessions

The review sessions listed below are optional for those who need a refresher on topics covered in February's training.

Week 1	Session Time*	Curriculum
Thursday April 25	8:00am-12:00pm Miramar College (W-246)	Review Session <ul style="list-style-type: none"> – Security & Navigations – Class Scheduler Pages Used – Dynamic Sessions – Reporting Features & Resources
Friday April 26	8:00am-12:00pm Miramar College (W-246)	Review Session <ul style="list-style-type: none"> – Class/Course Modalities – Single & Variable Units – Class Attributes

Required Training Sessions

The training sessions listed below are required and explain new business processes related to student registration.

Week 2	Session Time*	Curriculum
Wednesday May 1	8:00am-12:00pm Miramar College (W-246)	New Topics <ul style="list-style-type: none"> – Business Process Changes – Updating Existing Class Sections – Canceling & Deleting Class Sections
Thursday May 2	8:00am-12:00pm Miramar College (W-246)	New Topics <ul style="list-style-type: none"> – Faculty Assignments Troubleshooting (Classroom) – Updating Faculty Assignments (Classroom) – Split Assignments & Paid Hours (Classroom)
Friday May 3	8:00am-12:00pm Miramar College (W-246)	New Topics with Human Resources & Campus Business Offices <ul style="list-style-type: none"> – Faculty Assignments & Paid Hours (Non-Classroom) – Updating Faculty Assignments (Non-Classroom) – Faculty & Staff Support (mySDCCD Info Hub)

* Breaks will be given in accordance with the Office Technical Collective Bargaining Agreement. A one-hour lunch is recommended due to the training location.

+ Training participants are expected to return to campus and perform regular duties upon completing class schedule work.

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Optional Open Lab Sessions

The open lab sessions listed below are optional for those seeking additional assistance and training support.

Week 2		
Wednesday May 1	1:00pm-5:00pm Miramar College (W-246)	Open Lab Session
Thursday May 2	1:00pm-5:00pm Miramar College (W-246)	Open Lab Session
Friday May 3	1:00pm-5:00pm Miramar College (W-246)	Open Lab Session
Week 3	Session Time*	Curriculum
Wednesday May 8	8:00am-12:00pm Miramar College (W-246)	Open Lab Session
Thursday May 9	8:00am-12:00pm Miramar College (W-246)	Open Lab Session
Friday May 10	8:00am-12:00pm Miramar College (W-246)	Open Lab Session with Human Resources & Campus Business Offices Input Deadline Final changes to class schedule in CS prior to download. No changes allowed after 5:00 PM. **Class data entry AFTER this point will not be included in ISCLASS downloads**

Campus Review Sessions

Schedulers may review their class schedule individually or in a group on their home campus.

Week 4	On Campus
Monday May 13th	Review on campus
Tuesday May 14th	
Wednesday May 15th	
Thursday May 16th	
Friday May 17th	Final Download -Input final corrections to class schedule in CS prior to final download. Input Deadline Final changes to class schedule in CS prior to download. No changes allowed after 5:00 PM **Changes after 5:00pm will be included in Class Search but not in the printed class schedule**

* Breaks will be given in accordance with the Office Technical Collective Bargaining Agreement. A one-hour lunch is recommended due to the training location.

+ Training participants are expected to return to campus and perform regular duties upon completing class schedule work.

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3. Ongoing Support

Scheduling Staff

- Staff experiencing issues in Campus Solutions must submit issues through the [mySDCCD Info Hub](#).
- Staff can submit Staff Help Tickets [here](#).
- [Schedule Build Job Aids](#)
- [Schedule Build Handouts](#)
- [Class Schedule Checklist](#)

Faculty

Faculty experiencing issues should be referred to the [mySDCCD Info Hub](#). Within the Info Hub, Faculty can visit the [Faculty Support Center](#) to view [Faculty Job Aids](#) for their business transactions. Additionally, faculty can submit [Faculty Help Tickets](#) which places their issue in a queue for timely resolution.

4. Return to Campus - **Monday, June 3rd, 2019**

ERP Core Team (Lydia Gonzales, Alison Mona, & Melanie Cordero) return to campus.

** Breaks will be given in accordance with the Office Technical Collective Bargaining Agreement. A one-hour lunch is recommended due to the training location.*

+ Training participants are expected to return to campus and perform regular duties upon completing class schedule work.