

District Schedule Development Timeline (2245)

Summer 2024

June 3 – August 10, 2024

Main 8 Week Session

June 17 – August 10, 2024

Area/Audience	Description	Date
Schedulers	Prior Term Copy of Class Schedule	Oct. 09, 2023
Schedulers	Deadline to enter updated class notes	Mar. 28, 2024
Schedulers	Deadline for inputting schedule into CS	Apr. 5, 2024
District	Recommended class notes to Schedulers	Apr. 5, 2024
Schedulers	Input of Faculty TAOs	Apr. 7, 2024
Schedulers/Faculty	Faculty TAO Release Date	Apr. 8, 2024
Mesa Schedulers	Begin submitting CTMs TO VPI Office	Apr. 15, 2024
All	Class Schedule Posted Online	Apr. 15, 2024
Schedulers/Faculty	Permission Numbers Visible in Faculty Portal	Jun. 2, 2024
All	Opening Day for Summer	June 3, 2024
All	Opening Day for 8 Week Session	June 17, 2024

HOLIDAYS: Wednesday, June 19, 2024

Thursday, July 4, 2024

Important: Please note that all sessions beginning in June cannot end prior to June 30th.

Support for Schedulers

Scheduling Job Aids:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/316997637/Credit+UGRD+Schedule+Build+Job+Aids>

Scheduling Handouts:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/324403496/Handouts>