

**SAN DIEGO MESA COLLEGE**  
**Office of Instruction**  
**TIMELINE FOR SPRING 2018 SCHEDULE DEVELOPMENT**

<b>TIME FRAME:</b>	<b>ACTION:</b>	<b>Chairs</b>	<b>Deans</b>	<b>VPI Staff</b>
1. 6/12/17 (M)	• Scheduler available	X	X	X
2. 6/14/17 (W)	• Roll Forward hard copies available to deans and secretaries		X	
3. 6/14/17 (W) to 8/11/17 (F)	• Chairs input schedule changes directly into the Scheduler • Chairs work with secretaries to make changes that cannot be done within the Scheduler	X	X	
4. <b>8/11/17 (F)</b>	• <b>Last day for chairs to input into Scheduler</b>	X		
5. 8/14/17 (M) to 9/1/17 (F)	• Schools resolve schedule problems <u>using latest printer proofs</u> ➢ Secretaries input all changes into ISIS ➢ Schools are responsible for assuring <b>room assignments</b> do not create conflicts. (*) ➢ Change to Masters (CTMs) are <b>not</b> required to be sent to VPI office during this time	X	X	
6. <b>9/1/17 (F)</b>	• <b>Last day for schools to input prior to submitting information to VPI office</b>	X	X	
7. 9/1/17 (F)	• School Dean and Sr. Secretary ➢ Schools are <b>not to make any new room assignments</b> after this date (**) ➢ Review school priority rooms for conflicts (including classes from other schools) ➢ Verify all room assignments are complete ➢ Create a list of Clsrm CRNs as well as any unresolved scheduling challenges and email list to the VPI personnel	X	X	
8. 9/5/17 (T) to 9/22/17 (F)	• VPI Office ➢ Reviews and assigns rooms to Clsrm CRNs on email lists ➢ Reviews time-block usage and resolves room conflicts ➢ Verifies printed scheduling accuracy for no prints, out of range, comments, curriculum pending, honor courses, LCOMs, etc. in preparation for campus review ➢ Change to Masters (CTMs) are <b>not</b> required to be sent to VPI Office during this time			X
9. <b>9/22/17 (F)</b>	• <b>Download (tape cut) at 4:00 p.m. District (***)</b>			X
10. 9/25/17 (M)	• Schools prepare/review for Campus Review ➢ Any and all ISIS changes now require a <b>confirming Change to Master</b> be sent to the VPI office personnel and to school's timekeeper. ➢ <u>For changes to appear in the printed schedule a hard copy CTM with dean's signature is required at the Campus Review.</u>	X	X	
11. <b>9/28/17 (Th)</b>	• <b>Campus Review for final corrections to printed class schedule. (LRC 435)</b> ➢ All changes inputted into ISIS will show on the WEB in the online class schedule. ➢ For changes to appear in the printed schedule a hard copy CTM with Dean's signature is processed and initialed for manual inclusion in the printed schedule. Refer to <u>Guidelines for Campus Review.</u>	X	X	X
12. 9/27/17 (W)	• Flex obligation for Spring 2018 displayed			X
13. 10/2/17 (M) to 10/23/17 (M)	• Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses) • Signed original TAOs & Program Cards to Employment/Payroll		X	
14. 10/16/17 (M)	• New Adjunct Employment paperwork completed (new hires ≥ 18 months gap)		X	
15. 10/31/17 (T)	• Spring 2018 class schedule available online (District)*** • List of CRNs sent to Student Services to extend add code deadline (Admin Tech VPI office)			X
16. 1/26/18 (F)	• FTEF adjustments (DCP, Work Experience, etc.)		X	
17. 4/6/18 (F)	• Cancel zero enrollment classes		X	

**Room Scheduling Process**

\* Schools receive priority room listings for rooms they are authorized to utilize. Deans distribute listings to chairs and indicate which rooms are available to each department. Chairs make room changes directly in the Scheduler until 8/11/17 and secretaries make room changes until 9/1/17.

\*\* After 9/1/17, priority room listings are no longer in effect. VPI Office personnel provides rooms for Clsrm CRNs and resolves room conflicts.

\*\*\* Tentative Dates – Dates are determined by District Instructional Services.