

**SAN DIEGO MESA COLLEGE
Office of Instruction
TIMELINE FOR PRINTED SCHEDULE DEVELOPMENT
SPRING 2022**

TIME FRAME:	ACTION:
1. 6/23/21 (W)	• 2022 CS inputting available
2. 6/24/21 (Th)	• Send CS Prior Term files to deans and secretaries • Send CS Scheduling Report to deans and secretaries
3. 6/24/21 (Th) to 8/27/21 (F)	• Deans/Chairs work with secretaries to make changes
4. 8/30/21 (M)	• Send ICLASS file (Printer Proof) to deans and secretaries • Send CS Scheduling Report to deans and secretaries
5. 8/30/21(M) to 9/17/21 (F)	• Deans/Chairs review reports and work with secretaries to make changes • Change to Masters (CTMs) are not required at this time
6. 9/17/21 (F)	• Majority of Schedule should be completed
7. 9/20/21 (M)	• Send ISCLASS file (Printer Proofs) to deans and secretaries • Send CS Scheduling Report to deans and secretaries
8. 9/20/21 (M) to 10/15/21 (F)*	• Deans/Chairs reviews and work with secretaries to make changes • CTMs are not required at this time
9. 10/15/21 (F)*	• Schedule should be complete • District download/Tape-Cut for printed class schedule at 5:00 p.m.
10. 10/18/21 (M)*	Online schedule process • CS Spring 2022 class schedule posted online • Online schedule updated as changes are made in CS
11. 10/18/21 (M)*	Printed schedule process • Printed class schedule ISCLASS file to deans and secretaries • Schools review printed schedule ISCLASS file and make changes in CS • CTMs are required from this time forward • No deletion of CNs from this time forward only cancellation of CNs
12. 10/28/21 (Th)*	• Deadline for CTM corrections to be in printed class schedule
13. 04/06/22 (F)	• Schools cancel zero enrollment Spring 2022 classes

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Dates are determined by District