

SAN DIEGO MESA COLLEGE
TIMELINE FOR SUMMER 2018 SCHEDULE DEVELOPMENT

SUMMER 2018 June 4 to August 11, 2018

TIME FRAME:	ACTION:	Schools	VPI Staff
1. 10/03/17 (T)	• Roll Forward available to deans and secretaries		X
2. 10/06/17 (F)	• Deans review FTEF allocations and schedule development timeline with chairs	X	
	No scheduler – Chairs work directly with secretaries		
3. 10/05/17 (Th) to 11/03/17 (F)	<ul style="list-style-type: none"> ➤ During this time Chairs work with school secretaries to input all changes into ISIS ➤ Schools are responsible for assuring room assignments do not create conflicts. (*) 	X	
4. 11/03/17 (F)	<ul style="list-style-type: none"> ➤ Schools are not to input any new room assignments after this date ➤ Review school priority rooms for conflicts (including classes from other schools) ➤ Verify all room assignments are complete 	X	
5. 11/03/17 (F)	• Download (tape cut) by District for Campus Solutions	X	X
6. 11/04/17 to 2/15/18	<ul style="list-style-type: none"> ➤ During this time Printer Proofs will be distributed as they become available 		X
7. 2/22/18 (Th)	Campus Review (Location TBD)	X	X
8. 02/26/18 (M) to 03/30/18 (F)	<ul style="list-style-type: none"> • Signed original TAOs to Employment/Payroll • Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses) 	X	
9. 03/30/18 (F)	• New Adjunct Employment paperwork completed (new hires ≥ 18 months gap)	X	
10. 04/10/18 (T)	<ul style="list-style-type: none"> • Summer 2018 class schedule available online (District)*** • List of CRNs sent to Student Services to extend add code deadline (Admin Tech) 		X
11. 07/20/18 (F)	• Cancel zero enrollment classes	X	
12. 07/27/18 (F)	• FTEF adjustments (DCP, Work Experience, etc.)	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. For rooms outside the department or outside the school, chairs confer with their dean. Only deans may request rooms from outside their priority room list.

Chairs and secretaries make room changes until **11/03/17**.

** After **11/03/17**, priority room listings are no longer in effect. Office of Instruction personnel, in coordination with deans and secretaries, provides rooms for Clsrn CRNs.

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

Original: 09/14/2017

Revised: 10/06/2017