Date	Responsibility	Activity
10/26 Fri	Commercial Printer (Advantage, Inc.)	Pick up combo page proofs, digital files, cover art, from Instructional Services in the PM [2]
10/30 Tue	Commercial Printer (Advantage, Inc.)	Deliver combo schedule digital bluelines and cover color key to Instructional Services [2]
9/7 Fri	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
8/9 Thu	Dean, Economic Development	Report any changes to Corporate Council logos to District Graphic Designer (Claudia)
9/7 Fri	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist
8/9 Thu	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
8/9 Thu	District Graphic Artist	Select photos for cover
9/12 Wed	District Graphic Artist	Present draft of updated cover to Director
10/5 Fri	District Graphic Artist	**Final** cover art due. Beresford/Chancellor signoff
9/17 Mon	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
9/19 Wed	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
9/28 Fri	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
10/10 Wed	Erica Marrone, Curriculum Analyst	Deliver Prerequisites changes to Student Systems Support Technician?
10/16 Tue	Erica Marrone, Curriculum Analyst	Download ISCLASS (using FDD 728) section comments for review. Send corrections to Schedule Preparers to update CS.
10/19 Fri	Erica Marrone, Curriculum Analyst	Send section comments corrections to Schedule Preparers to update CS
9/14 Fri	ERP Team	Instructional Deans and Vice Presidents Training
9/17 Mon	ERP Team	Training for Admin/Business Services and HR
9/17 Mon	ERP Team	Department Chairs & VPI Training
9/3 Mon	Holiday - Labor Day	
11/12 Mon	Holiday - Veterans Day	
9/7 Fri	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
10/15 Mon	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction-**final review**
10/17 Wed	Information Officers / VP's Instruction	Deliver campus pages in hard copy and InDesign digital file to Jeff Mills, Systems Support Analyst in the AM
8/13 Mon	Jeff Mills, Systems Support Analyst	Run FDD 728 and email files to Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor.
9/17 Mon	Jeff Mills, Systems Support Analyst	Run ISCLASS run contol in CS and email Schedule Preparers the listings
10/1 Mon	**Jeff Mills, Systems Support Analyst**	**Email course listings to Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor**
10/19 Fri	Jeff Mills, Systems Support Analyst	Email request for campus quantities to VPSSs
10/29 Mon	Jeff Mills, Systems Support Analyst	Remind the Duplicating Supervisor to make sure that sufficient funds are in the postal account to cover the cost of the class schedule mailing
12/6 Thu	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
1/7 Mon	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules
10/25 Wed	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
10/6 Thur.	Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
10/13 Thur.	Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
9/12 Wed	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
10/17 Wed	Multimedia Specialist	Compiles sections of the combo and repaginates
10/19 Fri	Multimedia Specialist	Notify campus Information Officers and Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
10/30 Tue	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
11/2 Fri	New Printer	Pick up reviewed bluelines from Instructional Services
11/7 Wed	**New Printer**	**Deliver combo schedules to District sites and Post Office, and minimum of 600 combo schedules to Student Services** [2]
9/7 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
9/7 Fri	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update

Date	Responsibility	Activity
8/23 Thu	**Schedule Preparers**	END data entry for Spring class sections in ISIS; all changes, updates, or additions to Spring 2019 schedule will be in Campus Solutions by the CS Schedule team 8/28/2018.
8/28 Tue	**Schedule Preparers**	Schedulers start entering Spring 2019 class schedule data in Campus Solutions as a group
9/14 Fri	**Schedule Preparers**	**Input last changes to class schedule in CS prior to download. No changes after 5:00 PM**
9/17 Mon	**Schedule Preparers**	Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS. Report errors regarding title and short course descriptions to Instructional Services
9/28 Fri	**Schedule Preparers**	Input final corrections to class schedule prior to final download. No changes after 5:00 PM. This is the final input deadline for CS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule1
9/28 Fri	**Schedule Preparers**	FINAL download for the printed Class Schedule from Campus Solutions
10/1 Mon	**Schedule Preparers**	Begin final formatting of course listings in MS Word
10/1 Mon	**Schedule Preparers**	Colleges review class listings and make corrections in Campus Solutions
10/8 Mon	**Schedule Preparers**	Deliver MS Word formatted course listings to PIOs (1st proof)
10/8 Mon	**Schedule Preparers**	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
10/16 Tue	**Schedule Preparers**	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Multimedia Specialist
10/8 Mon	**Schedule Preparers, Director of Off-Campus Programs**	Email corrections to Military Ed page to Multimedia Specialist
9/17 Mon	**Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor**	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
11/8 Wed	**Student Services**	Spring 2019 Registration begins
11/14 Wed	**Student Services**	Registration by appointment date
12/17 Mon	**Student Services**	Open Registration
8/8 Wed	**Student Services Support Technician**	Deliver cover changes to District Graphic Artist
8/10 Fri	**Student Systems Support Technician**	Deliver highlighted changes in MS Word (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedules) to Multimedia Specialist
9/19 Wed	**Student Systems Support Technician**	Reviews first draft of narrative (First Review)
9/20 Thu	**Student Systems Support Technician**	First review changes due back to IS Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
10/29 Mon	**Student Systems Support Technician**	Post class schedule to the web. CS Online Class Schedule available to the public.
10/19 Fri	**Student Systems Support Technician/Information Officers/Multimedia Specialist**	Proof combo page proofs in Instructional Services-check calendars, narrative, and legal information specifically. Distribute, complete, and retain SDCCD sign-off forms. Update In Design files with help from System Support Analyst (Final Proof--All changes must be made by 5:00 pm)
8/24 Fri	**Systems Support Analyst and Schedule Preparers**	Run Schedule Report from ISIS
8/31 Fri	**Systems Support Analyst and Schedule Preparers**	Begin producing Spring 2019 printer proofs from Campus Solutions
9/17 Mon	**TBD by each College**	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Terrie Hubbard)
10/24 Wed	**Vice Presidents of Student Services**	Email campus quantities needed to Jeff Mills, Systems Support Analyst.