

## Class Schedule Production Timeline - Summer 2018

Date	Responsibility	Activity
4/9 Mon	Advantage Printers	Deliver combo schedule digital blueines and cover color key to Instructional Services <sup>2</sup>
4/6 Fri	Advantage Printers	Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM <sup>2</sup>
4/18 Wed	Advantage Printers	<b>Deliver combo schedules to District sites (including Student Services) <sup>2</sup></b>
4/11 Wed	Advantage Printers	Pick up reviewed blueines from Instructional Services
4/20 Mon.	Advantage Printers	Mail postcards.
1/5 Thu	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
1/30/18- Tue-Thu 2/1/18	Curriculum Analyst	Run CurricUNET extract process for long titles (printed schedule). Review long course titles. When Accuracy is verified, notify IT to upload data to production.
4/5 Thu	Curriculum Analyst	Upon verification of accuracy, notify IT Web Programmer/Analyst to upload clas_course data and clas_reqs data to production.
4/2 Mon	Curriculum Analyst	Send ISCLASS section comments corrections to Schedule Preparers to update ISIS.
3/26 Mon	Curriculum Analyst	Download ISCLASS section comments for review. Send corrections to Schedule Preparers to update ISIS.
2/20 Tue	Curriculum Analyst	Run CurricUNET extract process to download clas_course data and clas_reqs data to 10.1.1.136 server (online class schedule). Review requisite and course description information in the test system--CurricUNET extract process for the Online Class Schedule. When accuracy is verified then notify IT to move to production.
2/13 Tue	Curriculum Analyst	Email Martin and IT Website Staff to request test term be loaded into the test schedule.
TBD	Curriculum Analyst	Deliver Prerequisites changes to Student Services Support Technicians
9/8 Fri	Curriculum Analyst	Deliver CALT dates to Student Services
1/3 Wed	Dean, Economic Development	Report any changes in Corp Council logos to District Graphic Artist (Brenda Aguirre)
1/3 Wed	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Systems Support Analyst.
1/3 Wed	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
4/2 Mon	District Graphic Artist	Deliver class schedule cover files to Systems Support Analyst
3/19 Mon	District Graphic Artist	Deliver campus-specific color proof of final cover art and final postcard design. Beresford/Chancellor signoff
1/19 Fri.	District Graphic Artist	Present draft of updated cover to Director
1/3 Wed	District Graphic Artist	Select photos for cover
1/16 Mon	Holiday - Martin Luther King	
2/16 Fri	Holiday - Lincoln's Birthday	
5/28 Mon	Holiday - Memorial Day	
1/1 Mon	Holiday - New Year	
2/19 Mon	Holiday - Washington's Birthday	
1/5 Thu	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
9/29 Thu	Information Technology	Roll Forward: From Summer 2017 to Summer 2018 Scheduler Project Available for input after the roll.
2/15 Thu	IT Production Control	Final download Summer 2018 class schedule (PSISCS10) to ISCLASS WEB SERVER after 11:00 PM
1/26 Fri	IT Production Control	<a href="#">Download (PSISCS10 ) Summer 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM</a>
4/5 Thu	IT Web Staff	Upload Summer 2018 course descriptions & requisites to production for online class schedule.
1/18 Thu	IT Web Staff	Upload Summer 2018 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
4/5 Thu	Mail Room Clerk	Prepare Postal Form for mailing post cards
4/9 Mon	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
4/4 Wed	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.
4/2 Mon	Multimedia Specialist	Combine college InDesign files into single combo schedule file
2/26 Mon	Multimedia Specialist	Integrate changes to online listings from all three colleges into one MS Word document, send to Dean, Instructional Services for review and then email document to Multimedia Specialist.

Date	Responsibility	Activity
2/20 Tue	Multimedia Specialist	Email Military Ed listings to Schedule Preparers for review
2/6 Tue	Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
1/29 Mon	Multimedia Specialist	Email Military Ed listings and Online course listings to Schedule Preparers for review
1/19 Fri	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
2/26/2018- Mon - Fri 3/9/2018	Public Information Officers	Import course listings into InDesign and format
3/12 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's Instruction for final review
2/23 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
2/1 Thu	Public Information Officers	Deliver changes to Military Ed page to Multimedia Specialist
4/2 Mon	Public Information Officers / VP's Instruction	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
4/9 Mon	Public Information Officers and Student Services Student Services Technician	Proof bluelines
2/20/2018- Tue-Fri 2/23/2018	Schedule Preparers	Print and distribute course listings. Coordinate review of ISIS <u>content</u> with department chairs and campus deans. Update content changes/corrections in ISIS. Report errors regarding title and short course descriptions to Instructional Services
1/29/2018- Mon-Thu 2/1/2018	Schedule Preparers	Print and distribute course listings. Coordinate review of ISIS content with department chairs and campus deans. Update content changes/corrections in ISIS. Report CurricUNET errors to Systems Support Analyst to correct
3/19 Mon	Schedule Preparers	Return corrected page proofs to PIOs in AM
	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
2/20 Tue	Schedule Preparers	Send your online listing corrections (blatant errors only) to System Support Analyst. Remember to edit the listings with Track Changes turned on.
2/15 Thu	Schedule Preparers	<b>Input final corrections to class schedule prior to download. No changes (including rooms, times, instructor names) after 5:00 PM. This is the final input deadline for ISIS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule</b>
1/26 Fri	Schedule Preparers	<b>Download of input since schedule roll. Changes after 5:00 PM will not be included in the download.</b>
2/20 Tue	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)
1/29 Mon	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from IS Class Schedule Website (after 8:30 AM)
3/26/2018- Mon-Fri 3/31/2018	Spring Break	
9/18 Mon	Student Services Analyst (Melonie)	Scheduler available
1/3 Wed	Student Services Support Technician	Deliver cover changes to District Graphic Artist
5/14 Mon	Student Systems Support Technician	Tentative - Registration by appointment begins
4/10 Tue	Student Systems Support Technician	Post Summer 2018 class schedule to the web
2/7 Wed	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)
2/6 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
1/5 Thu	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
1/5 Thu	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
4/4 Wed	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)
1/29 Mon	System Support Analyst	Run macros in ISCLASS, turn on course listings, save on G drive and email Schedule Preparers and Mary Kingsley that the listings are available.
6/11 Mon	System Support Analyst	Contact District Service Center to recycle remaining schedules
5/22 Tue	System Support Analyst	Check schedule quantities at District Service Center and distribute as necessary.
4/9 Mon	System Support Analyst	Email PIOs and Student Services Technician that bluelines are available for proofing
4/9 Mon	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
2/2 Fri	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa -Arlis Svedberg Miramar-Terrie Hubbard)
2/22 Thu	Vice Presidents of Student Services	Email Systems Support Analyst with the number of campus quantities to print