

Class Schedule Production Timeline - Fall 2018

Last Updated: 10/13/17 (JBM)

Date	Responsibility	Activity
November 2017		
9/25 Mon.	Erica Marrone, Curriculum Analyst	Email CALT document to Schedule Preparers and request confirmation of dates
	Jeff Mills, Systems Support Analyst	Setup reminder emails for Publications Editor and Supervisor
10/3 Tue.	Jeff Mills, Systems Support Analyst	Email printers proof distribution to Schedule Preparers. Update distribution list for Fall 2018 process requisitions.
10/18 Wed.	VPIs	Return CALT dates and parameters to Shelly Hess
10/19 Thur.	Erica Marrone, Curriculum Analyst	Deliver CALT dates to Student Services
11/3 Fri.	Information Technology	Roll Fall 2017 to Fall 2018 Scheduler Project available for input after the roll
11/6 Mon.	Student Services Analyst	Make Scheduler available (Melonie)
11/6 Mon.	Department Chairs	Update Fall 2018 class information in ISIS/Scheduler
11/6 Mon.	Schedule Preparers	Update Fall 2018 class information in ISIS
December 2017		
12/8 Fri.	IT Production Control	Download (PSISCS10) Fall 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM – will not include updated full course title and short course description
February 2018		
2/16 Fri.	Holiday - Lincoln's Birthday	
2/19 Mon.	Holiday - Washington's Birthday	
2/22 Thu.	Team of Schedule Preparers	Scheduler availability ends for fall 2018
2/23 Fri.	Jeff Mills, Systems Support Analyst	Run B2511 and 2505 printers proofs for fall 2018
2/26 Mon.	Team of Schedule Preparers	Use B2511 and B2505 printers proofs to enter fall 2018 class data manually into Campus Solutions begins.
March 2018		
3/26-3/31 Mon.Sat.	Colleges Closed - Spring Break	
3/30 Fri.	Holiday - Cesar Chavez	

Date	Responsibility	Activity
April 2018		
4/12 Thur.	District Graphic Artist	Select photos for cover
	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
	Student Services Support Technician	Deliver modifications to inside front cover to District Graphic Artist
	Stephanie Bulger, Vice Chancellor, Instructional Services	Report any changes to Corporate Council logos to District Graphic Artist (Claudia Azcona-Mercado)
4/13 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 Eric Nunes, Multimedia Specialist
	TBD	Download Fall 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM – will not include updated full course title and short course description
4/16 Mon.	Jeff Mills, Systems Support Analyst	Turn on course listings , and email Schedule Preparers that the listings are available.
	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Website (after 8:30 AM)
4/26 Thu.	Honors Coordinators – Kelly Mayhew & Hector Martinez	Deliver changes to District Honors page to Eric Nunes, Multimedia Specialist
	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Eric Nunes, Multimedia Specialist
4/30 Mon.	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
May 2018		
5/4 Fri.	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
5/7 Mon.	Erica Marrone, Curriculum Analyst	Email IT Web Staff, request Fall 2018 test term be loaded into the test schedule (if ISIS is used to produce printed class schedule).
5/11 Fri.	Schedule Preparers	Input Deadline Final changes to class schedule in CS prior to download. No changes after 5:00 PM
	Jeff Mills, Systems Support Analyst	Execute run control in CS. Upload Fall 2018 course listings to ISCLASS WEB SERVER
	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Eric Nunes, Multimedia Specialist
	Eric Nunes, Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) to Jeff Mills, Systems Support Analyst--if needed for paging
5/14 Mon.	District Graphic Artist	Present draft of updated cover to Director
	Jeff Mills, Systems Support Analyst	Execute run control. Upload course listings to ISLCASS. Email Schedule Preparers that the listings are available
	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
5/14 Mon.	Erica Marrone, Curriculum Analyst	Review requisite and course families in CS.
	Bookstore Supervisor	Receives Nebraska books interface file

Date	Responsibility	Activity
	Schedule Preparers	Print and distribute course listings. Coordinate review of content with department chairs and campus deans. Update content changes/corrections. Report errors regarding titles to Instructional Services
	TBD by each College	Deliver Changes to Off-Campus locations to Eric Nunes, Eric Nunes, Multimedia Specialist (City-Catherine Shafer; Mesa-Arlis Svedberg; Miramar-Shaunna Elmone)
	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
	Student Systems Support Technician	Reviews draft of narrative and academic calendar (first review)
5/18 Fri.	Schedule Preparers	Input final corrections to class schedule in CS prior to final download. No changes after 5:00 PM. This is the final input deadline CS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule!
	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
	Student Systems Support Technician	First review changes due back to Eric Nunes, Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
	Schedule Preparers	Final formatting of course listings in MS Word
	IT Production Control	Final Download Fall 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM (prior to 6:00 AM on Mon.)
5/21 Mon.	Jeff Mills, Systems Support Analyst	Upload course listings to ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available
	Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
5/23 Wed.	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
	Schedule Preparers, Direct of Off-Campus Programs	Email corrections to Military Ed page to Eric Nunes, Multimedia Specialist
	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Eric Nunes, Multimedia Specialist
	District Graphic Artist	Proof of final cover art due. Beresford/Chancellor signoff
5/24 Thur.	District Graphic Artist	Deliver final cover art to Systems Support Analyst
	Eric Nunes, Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
	Information Officers	Import course listings into InDesign and format
5/28 Mon	Holiday - Memorial Day	
5/29 Tues.	Erica Marrone, Curriculum Analyst	Determine prerequisites changes
5/30 Wed.	Eric Nunes, Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst
	Jeff Mills, Systems Support Analyst	Upload final cover art to commercial printers.
5/31 Thur.	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction-first review
	Eric Nunes, Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review

Date	Responsibility	Activity
June 2018		
6/1 Fri.	Jeff Mills, Systems Support Analyst	Execute run control in CS, provide updated section comments to Shelly/Trila.
	Publications Editor & Supervisor	Email updated delivery list to Sun Distributing
6/5 Tues.	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Eric Nunes, Multimedia Specialist
	Erica Marrone, Curriculum Analyst	Review course descriptions in online class schedule and make corrections where necessary
6/6 Wed.	Information Officers / VP's Instruction	Deliver campus page proofs in hard copy and InDesign digital file to Eric Nunes, Multimedia Specialist in the AM
	Advantage Printers	Deliver cover digital blueline to Jeff Mills, Systems Support Analyst
6/8 Fri.	Eric Nunes, 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.
	Student Systems Support Technician/Information Officers/Eric Nunes, 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)
	Shelly Hess	TBD - Email corrected comments to Schedule Preparers to update ISIS.
6/12 Tues.	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
6/13 Wed.	Advantage Printers	Pick up combo page proofs, digital files, from Instructional Services in the PM ²
6/15 Fri.	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
6/18 Mon.	TBD	Provide public access to CS online class schedule through the district portal
	Advantage Printers	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
	Eric Nunes, Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
6/19 Tues.	Advantage Printers	Pick up reviewed bluelines from Instructional Services
6/26 Tues.	Advantage Printers	Deliver combo schedules to District sites and Post Office, and combo schedules to Student Services ²
July 2018		
7/4 Wed.	Legal Holiday - Independence Day	
7/18 Mon.	Student Services	Fall 2018 registration by appointment begins
August 2018		
8/8 Wed.	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
September 2018		
9/7 Fri.	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules