

Date	Responsibility	Activity
6/6 Wed.	Advantage Printers	Deliver cover digital blueline to Jeff Mills, Systems Support Analyst
6/13 Wed.	Advantage Printers	Pick up combo page proofs, digital files, from Instructional Services in the PM ²
6/18 Mon.	Advantage Printers	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
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
5/14 Mon.	Bookstore Supervisor	Receives Nebraska books interface file
5/21 Tue.	Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
3/26-3/31 Mon.Sat.	Colleges Closed - Spring Break	
5/11 Fri.	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Eric Nunes, Multimedia Specialist
4/26 Thur.	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Eric Nunes, Multimedia Specialist
11/6 Mon.	Department Chairs	Update Fall 2018 class information in ISIS/Scheduler
4/12 Thur.	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
4/12 Thur.	District Graphic Artist	Select photos for cover
5/11 Fri.	District Graphic Artist	Present draft of updated cover to Director
5/23 Wed.	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
5/12 Fri.	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.	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
5/14 Mon.	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
5/18 Fri.	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
5/24 Thur.	Eric Nunes, Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
5/30 Wed.	Eric Nunes, Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
5/31 Thur.	Eric Nunes, Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
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.
6/18 Mon.	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.
9/25 Mon.	Erica Marrone, Curriculum Analyst	Email CALT document to Schedule Preparers and request confirmation of dates
10/19 Thur.	Erica Marrone, Curriculum Analyst	Deliver CALT dates to Student Services
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).
5/14 Mon.	Erica Marrone, Curriculum Analyst	Review requisite and course families in CS.
5/29 Tues.	Erica Marrone, Curriculum Analyst	Determine prerequisites changes
6/5 Tues.	Erica Marrone, Curriculum Analyst	Review course descriptions in online class schedule and make corrections where necessary
3/30 Fri.	Holiday - Cesar Chavez	
2/16 Fri.	Holiday - Lincoln's Birthday	
5/28 Mon	Holiday - Memorial Day	
2/19 Mon.	Holiday - Washington's Birthday	
4/26 Thu.	Honors Coordinators – Kelly Mayhew & Hector Martinez	Deliver changes to District Honors page to Eric Nunes, Multimedia Specialist
5/24 Thur.	Information Officers	Import course listings into InDesign and format
5/31 Thur.	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- first review
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
11/3 Fri.	Information Technology	Roll Fall 2017 to Fall 2018 Scheduler Project available for input after the roll
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

Date	Responsibility	Activity
5/18 Fri.	IT Production Control	Final Download Fall 2018 class schedule to ISCLASS WEB SERVER after 5:00 PM (prior to 6:00 AM on Mon.)
9/25 Mon.	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.
2/23 Fri.	Jeff Mills, Systems Support Analyst	Run B2511 and 2505 printers proofs for fall 2018
4/16 Mon.	Jeff Mills, Systems Support Analyst	Turn on course listings , and email Schedule Preparers that the listings are available.
5/11 Fri.	Jeff Mills, Systems Support Analyst	Execute run control in CS. Upload Fall 2018 course listings to ISCLASS WEB SERVER
5/14 Mon.	Jeff Mills, Systems Support Analyst	Execute run control. Upload course listings to ISCLASS. Email Schedule Preparers that the listings are available
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
5/30 Wed.	Jeff Mills, Systems Support Analyst	Upload final cover art to commercial printers.
6/1 Fri.	Jeff Mills, Systems Support Analyst	Execute run control in CS, provide updated section comments to Shelly/Trila.
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
8/8 Wed.	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
9/7 Fri.	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules
7/4 Wed.	Legal Holiday - Independence Day	
6/12 Tues.	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
5/4 Fri.	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
4/30 Mon.	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
6/4 Mon.	Publications Editor & Supervisor	Email updated delivery list to Sun Distributing
11/6 Mon.	Schedule Preparers	Update Fall 2018 class information in ISIS
5/11 Fri.	Schedule Preparers	Input Deadline Final changes to class schedule in CS prior to download. No changes after 5:00 PM
5/14 Mon.	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
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!
5/18 Fri - Wed	Schedule Preparers	Final formatting of course listings in MS Word
5/23 Wed.	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
5/23 Wed.	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Eric Nunes, Multimedia Specialist
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
5/23 Wed.	Schedule Preparers, Direct of Off-Campus Programs	Email corrections to Military Ed page to Eric Nunes, Multimedia Specialist
4/16 Mon.	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Website (after 8:30 AM)
6/8 Fri.	Shelly Hess	TBD - Email corrected comments to Schedule Preparers to update ISIS.
4/12 Thur.	Stephanie Bulger, Vice Chancellor, Instructional Services	Report any changes to Corporate Council logos to District Graphic Artist (Claudia Azcona-Mercado)
7/8 Mon.	Student Services	Fall 2018 registration by appointment begins
11/6 Mon.	Student Services Analyst	Make Scheduler available (Melonie)
4/12 Thur.	Student Services Support Technician	Deliver modifications to inside front cover to District Graphic Artist
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
5/14 Mon.	Student Systems Support Technician	Reviews draft of narrative and academic calendar (first review)
5/18 Fri.	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)

Date	Responsibility	Activity
6/8 Fri.	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)
4/13 Fri.	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
6/18 Mon.	TBD	Provide public access to CS online class schedule through the district portal
5/14 Mon.	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)
2/22 Thu.	Team of Schedule Preparers	Scheduler availability ends 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.
5/30 Wed.	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst
10/18 Wed.	VPIs	Return CALT dates and parameters to Shelly Hess