

Class Schedule Production Timeline - Spring 2019 with Intersession

Last Updated: 8/2/18 - jbm

Date	Responsibility	Activity
August 2018		
8/8 Wed	Student Services Support Technician	Deliver cover changes to District Graphic Artist
8/9 Thu	District Graphic Artist	Select photos for cover
8/9 Thu	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
8/9 Thu	Dean, Economic Development	Report any changes to Corporate Council logos to District Graphic Designer (Claudia)
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
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.
8/24 Fri	Systems Support Analyst and Schedule Preparers	Run Schedule Report from ISIS
8/28 Tue	Schedule Preparers	Schedulers start entering Spring 2019 class schedule data in Campus Solutions as a group
8/31 Fri	Systems Support Analyst and Schedule Preparers	Begin producing Spring 2019 printer proofs from Campus Solutions
September 2018		
9/3 Mon	Holiday - Labor Day	
9/7 Fri	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
9/7 Fri	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist
9/7 Fri	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
9/7 Fri	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
9/7 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
9/12 Wed	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
9/12 Wed	District Graphic Artist	Present draft of updated cover to Director
9/14 Fri	Schedule Preparers	Input last changes to class schedule in CS prior to download. <u>No changes after 5:00 PM</u>
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
9/17 Mon	Jeff Mills, Systems Support Analyst	Run ISCLASS run control in CS and email Schedule Preparers the listings

Date	Responsibility	Activity
9/17 Mon	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
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
9/17 Mon	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Terrie Hubbard)
9/19 Wed	Student Systems Support Technician	Reviews first draft of narrative (First 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.
9/20 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)
9/28 Fri	Schedule Preparers	Input <u>final</u> 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 schedule ¹
9/28 Fri	Schedule Preparers	FINAL download for the printed Class Schedule from Campus Solutions
9/28 Fri	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).

October 2018

10/1 Mon	Jeff Mills, Systems Support Analyst	Email course listings to Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor
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
10/5 Fri	District Graphic Artist	Final cover art due. Beresford/Chancellor signoff
10/6 Thur.	Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
10/8 Mon	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
10/8 Mon	Schedule Preparers, Director of Off-Campus Programs	Email corrections to Military Ed page to Multimedia Specialist
10/8 Mon	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
10/10 Wed	Erica Marrone, Curriculum Analyst	Deliver Prerequisites changes to Student Systems Support Technician?
10/13 Thur.	Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
10/15 Mon	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- final review
10/16 Tue	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Multimedia Specialist
10/16 Tue	Erica Marrone, Curriculum Analyst	Download ISCLASS (using FDD 728) section comments for review. Send corrections to Schedule Preparers to update CS.
10/17 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

Date	Responsibility	Activity
10/17 Wed	Multimedia Specialist	Compiles sections of the combo and repaginates
10/19 Fri	Jeff Mills, Systems Support Analyst	Email request for campus quantities to VPSSs
10/19 Fri	Erica Marrone, Curriculum Analyst	Send section comments corrections to Schedule Preparers to update CS
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.
10/19 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)
10/24 Wed	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst.
10/25 Wed	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
10/26 Fri	Commercial Printer (Advantage, Inc.)	Pick up combo page proofs, digital files, cover art, from Instructional Services in the PM ²
10/29 Mon	Student Systems Support Technician	Post class schedule to the web. CS Online Class Schedule available to the public.
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
10/30 Tue	Commercial Printer (Advantage, Inc.)	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
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.
November 2018		
11/2 Fri	New Printer	Pick up reviewed bluelines from Instructional Services
11/14 Wed	Student Services	Registration by appointment date
11/7 Wed	New Printer	Deliver combo schedules to District sites and Post Office, and minimum of 600 combo schedules to Student Services ²
11/8 Wed	Student Services	Spring 2019 Registration begins
11/12 Mon	Holiday - Veterans Day	
December 2018		
12/6 Thu	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
12/17 Mon	Student Services	Open Registration
January 2019		
1/7 Mon	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules

Student Services Analyst

Melonie Limtiaco

Instructional Services and Planning, District Headquarters

Dean, Online Instruction & Learning

Kats Gustafson

Dean, Workforce Development

Amertah Perman

Vice Chancellor, Instructional Services & Planning

Stephanie Bulger

Systems Support Analyst

Jeff Mills

Multimedia Specialist

Eric Nunes

Curriculum Analyst

Erica Marrone

Communications and Public Relations, District Headquarters

District Graphic Artist

Claudia Azcona-Mercado

Publications Editor & Supervisor

Cesar Gumapas

District Sites (Colleges and CE Campuses)

IT Production Control

District/Miramar

Information Officers (PIOs)

Edgar Hopida (City)

Jennifer Kearns (Mesa)

Stephen Quis (Miramar)

Ranessa Ashton (Continuing Education)

Graphic Artists

Kimberly La Rue (City)

Nicholas David (Mesa)

Joan Mize (Miramar)

Schedule Preparers

Kamini Bhakta (City)

Arlis Svedberg (Mesa)

Shaunna Elmone (Miramar)

Off-site Printers

New Printer

New Printer

¹Production staff (i.e. district and non-district personnel involved in producing class schedules) will not be held accountable for meeting production timelines for information or alterations to the schedule, which are submitted after 5:00 PM on this date.

²We attempt to arrange schedule delivery by 10:00 AM and pick up by 2:00 PM; however this is subject to change depending on conditions at the time. Please contact Instructional Services for more information.