

# Class Schedule Production Timeline - Summer 2019

Last Updated: 11/14/18-Final (jbm)

Date	Responsibility	Activity
<b>September 2018</b>		
9/21 Fri	Curriculum Analyst	Deliver CALT dates to Student Services
10/5 Fri	Information Technology	Roll Forward: From Summer 2018 to Summer 2019 Scheduler Project Available for input after the roll.
10/8 Mon	Student Systems Support Technician	Update Crosswalk X_ISCLASS_AE with any changes to session codes
10/3 Mon	Student Services Analyst (Melonie)	Scheduler available?
<b>January 2019</b>		
1/1 Mon	Holiday - New Year	
1/16 Mon	Holiday	Martin Luther King
1/23 Wed	District Graphic Artist	Select photos for cover
1/23 Wed	Student Services Support Technician	Deliver cover changes to District Graphic Artist
1/23 Wed	Dean, Economic Development	Report any changes in Corp Council logos to District Graphic Artist (Brenda Aguirre)
1/23 Wed	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
1/23 Wed	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Systems Support Analyst.
1/24 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
1/24 Thu	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
1/24 Thu	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
1/24 Thu	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
<b>Feb-19</b>		
2/8 Fri	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
2/8 Fri	District Graphic Artist	Present draft of updated cover to Director
2/15 Fri	Schedule Preparers	<b>Download of input in ISIS since schedule roll. Changes after 5:00 PM will not be included in the download.</b>
2/18 Mon	System Support Analyst	Run ISCLASS in ISIS and email notification of listings to Schedule Preparers
2/18 Mon	Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review

Date	Responsibility	Activity
2/18/2019- Mon-Thu 2/21/2019	Schedule Preparers	Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS.
2/15 Fri	Holiday - Lincoln's Birthday	
2/18 Mon	Holiday - Washington's Birthday	
2/21 Thu	Public Information Officers	Deliver changes to Military Ed page to Multimedia Specialist
2/22 Fri	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-?; Mesa -Arlis Svedberg Miramar-Margarita Sanchez)
2/26 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
2/26 Tue	Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
2/27 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)
<b>Mar-19</b>		
3/1 Fri	Schedule Preparers	Input final corrections to CS class schedule prior to download. No changes (including rooms, times, instructor names) after 5:00 PM. <u>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</u>
3/4 Mon	IT Production Control	Final download Summer 2019 class schedule in CS
3/5 Tue	Multimedia Specialist	Email Military Ed listings to Schedule Preparers for review
	Schedule Preparers	Send your online listing corrections (blatant errors only) to System Support Analyst . Remember to edit the listings with Track Changes turned on.
3/5/2019- Tue-Fri 3/8/2019	Schedule Preparers	Print and distribute course listings. Coordinate review of CS <u>content</u> with department chairs and campus deans. Update content changes/corrections in CS.
3/11 Mon	Vice Presidents of Student Services	Email Systems Support Analyst with the number of campus quantities to print
3/11 Mon	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
3/15 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
3/18 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.
3/18/2019- Mon - Fri 3/22/2019	Public Information Officers	Import course listings into InDesign and format
3/25/2019- Mon-Fri 3/30/2019	Spring Break	

Date	Responsibility	Activity
3/25 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's Instruction for final review
3/27 Wed	District Graphic Artist	Deliver campus-specific color proof of final cover art and final postcard design. Beresford/Chancellor signoff
3/27 Wed	Schedule Preparers	Return corrected page proofs to PIOs in AM
<b>Apr-19</b>		
4/1 Mon	Curriculum Analyst	Download ISCLASS section comments for review. Send corrections to Schedule Preparers to update CS.
TBD	Curriculum Analyst	Deliver Prerequisites changes to Student Services Support Technicians
4/8 Mon	Public Information Officers / VP's Instruction	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
4/8 Mon	District Graphic Artist	Deliver class schedule cover files to Systems Support Analyst
4/8 Mon	Multimedia Specialist	Combine college InDesign files into single combo schedule file
4/8 Mon	Trila Gil	Send section comments corrections to Schedule Preparers to update CS.
4/10 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.
4/10 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)
4/10 Wed	Mail Room Clerk	Prepare Postal Form for mailing post cards
4/12 Fri	Advantage, Inc.	Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM <sup>2</sup>
4/15 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
4/16 Tue	Advantage, Inc.	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
4/16 Tue	System Support Analyst	Email PIOs and Student Services Technician that bluelines are available for proofing
4/16 Tue	Public Information Officers and Student Services Student Services Technician	Proof bluelines
4/22 Mon	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
4/8 Tue	Student Systems Support Technician	Post Summer 2019 class schedule to the CS Online Class Schedule
4/17 Wed	Advantage, Inc.	Pick up reviewed bluelines from Instructional Services

Date	Responsibility	Activity
4/23 Tue	Advantage, Inc.	Deliver combo schedules to District sites (including Student Services) 2
<b>May-19</b>		
5/6 Mon	Student Systems Support Technician	Registration begins
5/23 Tue	System Support Analyst	Check schedule quantities at District Service Center and distribute as necessary.
5/29 Mon	Holiday - Memorial Day	
<b>Jun-19</b>		
6/12 Mon	System Support Analyst	Contact District Service Center to recycle remaining schedules

**Student Services, District Headquarters**

Student Systems Support Technician  
Student Services Analyst

**Danya Sanchez**  
**Melonie Limtiaco**

**Instructional Services and Planning, District Headquarters**

Dean, Online Instruction & Learning  
Dean, Economic Development  
Systems Support Analyst  
Multimedia Specialist  
Curriculum Analyst  
Administrative Technician/Systems Support Analyst

**Kats Gustafson**  
**Amertah**  
**Jeff Mills**  
**Eric Nunes**  
**Erica Marrone**  
**Trila Gil**

**Communications and Public Relations, District Headquarters**

District Graphic Artist  
Publications Editor & Supervisor

**Claudia Azcona-Mercado**  
**Cesar Gumapas**

**District Sites (Colleges and CE Campuses)**

IT Production Control

**District/Miramar**

Information Officers (PIOs)

**Erin Flanagan (City)**  
**Jennifer Kearns (Mesa)**  
**Stephen Quis (Miramar)**  
**Ranessa Ashton (Continuing Education)**

Graphic Artists

**Kim Dela Rue (City)**  
**Hai Duong (Mesa)**  
**Joan Mize (Miramar)**  
**Luisa Davila (Continuing Education)**

Schedule Preparers

**Maritza Vasquez/Kamini Bhakta (City)**  
**Arlis Svedberg (Mesa)**  
**Margarita Sanchez (Miramar)**

**Off-site Printers**

Advantage, Inc.

**Chris Baker, Mary Lytch**

<sup>1</sup>Production 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.

<sup>2</sup>We 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.