

Class Schedule Production Timeline - Summer 2019

| Date | Responsibility | Activity |
|----------|---|---|
| 4/12 Fri | Advantage, Inc. | Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM ² |
| 4/16 Tue | Advantage, Inc. | Deliver combo schedule digital blueines and cover color key to Instructional Services ² |
| 4/17 Wed | Advantage, Inc. | Pick up reviewed blueines from Instructional Services |
| 4/23 Tue | Advantage, Inc. | Deliver combo schedules to District sites (including Student Services) 2 |
| 1/24 Thu | Continuing Education Graphic Artist | Deliver Continuing Education pages (in pdf format) to Multimedia Specialist |
| 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 |
| 9/21 Fri | Curriculum Analyst | Deliver CALT dates to Student Services |
| 1/23 Wed | Dean, Economic Development | Report any changes in Corp Council logos to District Graphic Artist (Brenda Aguirre) |
| 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. |
| 1/23 Wed | Director, Communications and Public Relations | Review Chancellor's Welcome Message and provide updates to Multimedia Specialist |
| 1/23 Wed | District Graphic Artist | Select photos for cover |
| 2/8 Fri | District Graphic Artist | Present draft of updated cover to Director |
| 3/27 Wed | District Graphic Artist | Deliver campus-specific color proof of final cover art and final postcard design. Beresford/Chancellor signoff |
| 4/8 Mon | District Graphic Artist | Deliver class schedule cover files to Systems Support Analyst |
| 1/16 Mon | Holiday | Martin Luther King |
| 2/15 Fri | Holiday - Lincoln's Birthday | |
| 5/29 Mon | Holiday - Memorial Day | |
| 1/1 Mon | Holiday - New Year | |
| 2/18 Mon | Holiday - Washington's Birthday | |
| 1/24 Thu | Honors Coordinators – Wendy Smith & Leticia Lopez | Deliver changes to District Honors page to Multimedia Specialist |
| 10/5 Fri | Information Technology | Roll Forward: From Summer 2018 to Summer 2019 Scheduler Project Available for input after the roll. |
| 3/4 Mon | IT Production Control | Final download Summer 2019 class schedule in CS |
| 4/10 Wed | Mail Room Clerk | Prepare Postal Form for mailing post cards |
| 2/8 Fri | Multimedia Specialist | Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination |
| 2/18 Mon | Multimedia Specialist | Email Military Ed listings and Online course listings to Schedule Preparers for 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. |
| 3/5 Tue | Multimedia Specialist | Email Military Ed listings to Schedule Preparers for review |
| 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. |

| Date | Responsibility | Activity |
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| 4/8 Mon | Multimedia Specialist | Combine college InDesign files into single combo schedule file |
| 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. |
| 4/22 Mon | Multimedia Specialist | Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms. |
| 3/15 Fri | Public Information Officers | Return review Sun Distributing list to Publications Editor & Supervisor |
| 3/25 Mon | Public Information Officers | Deliver page proofs to Schedule Preparers/VP's Instruction for final review |
| 3/18/2019- Mon - Fri 3/22/2019 | Public Information Officers | Import course listings into InDesign and format |
| 2/21 Thu | Public Information Officers | Deliver changes to Military Ed page to Multimedia Specialist |
| 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 |
| 4/16 Tue | Public Information Officers and Student Services Student Services Technician | Proof bluelines |
| 2/15 Fri | Schedule Preparers | Download of input in ISIS since schedule roll. Changes after 5:00 PM will not be included in the download. |
| 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> |
| 3/11 Mon | Schedule Preparers Schedule Preparers | Deliver MS Word- formatted course listings to PIOs Send your online listing corrections (blatant errors only) to System Support Analyst . Remember to edit the listings with Track Changes turned on. |
| 3/27 Wed 2/18/2019- Mon-Thu 2/21/2019 | Schedule Preparers Schedule Preparers | Return corrected page proofs to PIOs in AM Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS. |
| 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. |
| 3/25/2019- Mon-Fri 3/30/2019 | Spring Break | |
| 10/3 Mon | Student Services Analyst (Melonie) | Scheduler available? |
| 1/23 Wed | Student Services Support Technician | Deliver cover changes to District Graphic Artist |
| 10/8 Mon | Student Systems Support Technician | Update Crosswalk X_ISCLASS_AE with any changes to session codes |
| 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 |

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|----------|---|--|
| 2/26 Tue | Student Systems Support Technician | Reviews first draft of narrative (First Review) |
| 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) |
| 4/8 Tue | Student Systems Support Technician | Post Summer 2019 class schedule to the CS Online Class Schedule |
| 5/6 Mon | Student Systems Support Technician | Registration begins |
| 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) |
| 2/18 Mon | System Support Analyst | Run ISCLASS in ISIS and email notification of listings to Schedule Preparers |
| 4/16 Tue | System Support Analyst | Email PIOs and Student Services Technician that bluelines are available for proofing |
| 5/23 Tue | System Support Analyst | Check schedule quantities at District Service Center and distribute as necessary. |
| 6/12 Mon | System Support Analyst | Contact District Service Center to recycle remaining schedules |
| 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 |
| 2/22 Fri | TBD by each College | Deliver Changes to Off-Campus locations to Multimedia Specialist (City-?; Mesa -Arlis Svedberg Miramar-Margarita Sanchez) |
| 4/8 Mon | Trila Gil | Send section comments corrections to Schedule Preparers to update CS. |
| 3/11 Mon | Vice Presidents of Student Services | Email Systems Support Analyst with the number of campus quantities to print |