

## Class Schedule Production Timeline - Fall 2019

Last Updated: 3/20/19 (JBM)

Date	Responsibility	Activity
<b>March 2019</b>		
3/22 Fri.	Information Technology	Roll Fall 2018 to fall 2019
3/25-3/30 Mon.Sat.	Colleges Closed - Spring Break	
3/29 Fri.	Holiday - Cesar Chavez	
<b>April 2019</b>		
4/11 Thur.	District Graphic Artist	Select photos for cover
4/11 Thur.	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
4/11 Thur.	Student Services Support Technician	Deliver modifications to inside front cover to District Graphic Artist
4/11 Thur.	Stephanie Bulger, Vice Chancellor, Instructional Services	Report any changes to Corporate Council logos to District Graphic Artist (Claudia Azcona-Mercado)
4/12 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
4/12 Fri.	Jeff Mills, Systems Support Analyst	Run ISCLASS in CS
4/15 Mon.	Jeff Mills, Systems Support Analyst	Email ISCLASS files to Schedule Preparers and Bookstore Supervisor
4/18 Thu.	Honors Coordinators – Kelly Mayhew & Hector Martinez	Deliver changes to District Honors page to Eric Nunes, Multimedia Specialist
4/18 Thur.	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Eric Nunes, Multimedia Specialist
4/29 Mon.	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
<b>May 2019</b>		
5/3 Fri.	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
5/10 Fri.	Schedule Preparers	<b>Input Deadline Final changes to class schedule in CS prior to download. No changes after 5:00 PM</b>
5/10 Fri.	IT Tech Services	Execute ISCLASS run control in CS.
5/10 Fri.	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Eric Nunes, Multimedia Specialist
5/10 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
5/10 Fri.	District Graphic Artist	Present draft of updated cover to Director
5/13 Mon.	Jeff Mills, Systems Support Analyst	Email ISCLASS course listings to Schedule Preparers
5/13 Mon.	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review

Date	Responsibility	Activity
5/13 Mon.	Bookstore Supervisor	Receives Nebraska books interface file
5/13 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
5/13 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)
5/13 Mon.	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
5/13 Mon.	Student Systems Support Technician	Reviews draft of narrative and academic calendar (first review)
5/17 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!
5/17 Fri.	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
5/17 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)
5/17 Fri - Wed	Schedule Preparers	Final formatting of course listings in MS Word
5/17 Fri.	IT Tech Services	Final run of Fall 2019 ISCLASS class schedule
5/20 Mon.	Jeff Mills, Systems Support Analyst	Email ISCLASS course listings to Schedule Preparers and Bookstore Supervisor
5/22 Wed.	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
5/22 Wed.	Schedule Preparers, Direct of Off-Campus Programs	Email corrections to Military Ed page to Eric Nunes, Multimedia Specialist
5/22 Wed.	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Eric Nunes, Multimedia Specialist
5/22 Wed.	District Graphic Artist	Proof of final cover art due. Beresford/Chancellor signoff
5/23 Thur.	District Graphic Artist	Deliver final cover art to Systems Support Analyst
5/23 Thur.	Eric Nunes, Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
5/23 Thur.	Information Officers	Import course listings into InDesign and format
5/27 Mon	Holiday - Memorial Day	
5/28 Tues.	Erica Marrone, Curriculum Analyst	Determine prerequisites changes
5/29 Wed.	Eric Nunes, Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
5/29 Wed.	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst
5/29 Wed.	Jeff Mills, Systems Support Analyst	Upload final cover art to commercial printers.
5/30 Thur.	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- <b>first review</b>
5/30 Thur.	Eric Nunes, Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
5/31 Fri.	Jeff Mills, Systems Support	Execute run control in CS, provide updated section comments to Shelly/Trila.

Date	Responsibility	Activity
<b>June 2019</b>		
6/3 Mon.	Publications Editor & Supervisor	Email updated delivery list to Sun Distributing
6/4 Tues.	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Eric Nunes, Multimedia Specialist
6/4 Tues.	Erica Marrone, Curriculum Analyst	Review course descriptions in online class schedule and make corrections where necessary
6/5 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
6/5 Wed.	Advantage, Inc.	Deliver cover digital blueline to Jeff Mills, Systems Support Analyst
6/7 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.
6/7 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)
6/7 Fri.	Shelly Hess	Email corrected comments to Schedule Preparers to update CS.
6/11 Tues.	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
6/12 Wed.	Advantage, Inc.	Pick up combo page proofs, digital files, from Instructional Services in the PM <sup>2</sup>
6/14 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
6/17 Mon.	Student Systems Support Technician	Provide public access to CS online class schedule through the district portal
6/17 Mon.	Advantage, Inc.	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
6/17 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.
6/18 Tues.	Advantage, Inc.	Pick up reviewed bluelines from Instructional Services
6/25 Tues.	Advantage, Inc.	Deliver combo schedules to District sites and Post Office, and combo schedules to Student Services <sup>2</sup>
<b>July 2019</b>		
7/4 Thur.	Legal Holiday - Independence Day	
7/9 Tue.	Student Services	Fall 2019 priority registration (tentative)
<b>August 2019</b>		
8/7 Wed.	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
<b>September 2019</b>		
9/6 Fri.	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules

**Student Services, District Headquarters**

Student Systems Support Technician  
Student Services Analyst

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

**Instructional Services Division, District Headquarters**

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

**Kats Gustafson**  
**Stephanie Bulger**  
**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)

**Cesar Gumapas (City)**  
**Jennifer Kearns (Mesa)**  
**Stephen Quis (Miramar)**  
**Ranessa Ashton (Continuing Education)**

Graphic Artists

**Kimberly La Rue (City)**  
**Hai Duong (Mesa)**  
**Joan Mize (Miramar)**  
**Luisa Davila (Continuing Education)**