

Date	Responsibility	Activity
5/13 Mon.	Bookstore Supervisor	Receives Nebraska books interface file
3/25-3/30 Mon.Sat.	Colleges Closed - Spring Break	
6/5 Wed.	Advantage, Inc.	Deliver cover digital blueline to Jeff Mills, Systems Support Analyst
6/12 Wed.	Advantage, Inc.	Pick up combo page proofs, digital files, from Instructional Services in the PM ²
6/17 Mon.	Advantage, Inc.	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
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 ²
5/10 Fri.	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) 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
4/11 Thur.	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
4/11 Thur.	District Graphic Artist	Select photos for cover
5/10 Fri.	District Graphic Artist	Present draft of updated cover to Director
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
5/10 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
5/13 Mon.	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
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.
5/17 Fri.	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
5/23 Thur.	Eric Nunes, Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
5/29 Wed.	Eric Nunes, Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
5/30 Thur.	Eric Nunes, Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
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.
6/17 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.
5/28 Tues.	Erica Marrone, Curriculum Analyst	Determine prerequisites changes
6/4 Tues.	Erica Marrone, Curriculum Analyst	Review course descriptions in online class schedule and make corrections where necessary
3/29 Fri.	Holiday - Cesar Chavez	
5/27 Mon	Holiday - Memorial Day	
4/18 Thu.	Honors Coordinators – Kelly Mayhew & Hector Martinez	Deliver changes to District Honors page to Eric Nunes, Multimedia Specialist
5/23 Thur.	Information Officers	Import course listings into InDesign and format
5/30 Thur.	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- first review
6/5 Wed.	Information Officers / VP's	Deliver campus page proofs in hard copy and InDesign digital file to Eric Nunes, Multimedia Specialist in the AM
3/22 Fri.	Information Technology	Roll Fall 2018 to fall 2019
5/10 Fri.	IT Tech Services	Execute ISCLASS run control in CS.
5/17 Fri.	IT Tech Services	Final run of Fall 2019 ISCLASS class schedule
9/6 Fri.	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules
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
5/13 Mon.	Jeff Mills, Systems Support Analyst	Email ISCLASS course listings to Schedule Preparers
5/20 Mon.	Jeff Mills, Systems Support Analyst	Email ISCLASS course listings to Schedule Preparers and Bookstore Supervisor
5/29 Wed.	Jeff Mills, Systems Support Analyst	Upload final cover art to Advantage, Inc..
5/31 Fri.	Jeff Mills, Systems Support Analyst	Execute run control in CS, provide updated section comments to Shelly/Trila.

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
8/7 Wed.	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
7/4 Thur.	Legal Holiday - Independence Day	
6/11 Tues.	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
5/3 Fri.	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
4/29 Mon.	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
6/3 Mon.	Publications Editor & Supervisor	Email updated delivery list to Sun Distributing
5/10 Fri.	Schedule Preparers	Input Deadline Final changes to class schedule in CS prior to download. No changes after 5:00 PM
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
5/17 Fri.	Schedule Preparers	Input final corrections to class schedule in CS prior to final download. No changes
5/17 Fri - Wed	Schedule Preparers	Final formatting of course listings in MS Word
5/22 Wed.	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
5/22 Wed.	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Eric Nunes, Multimedia Specialist
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
5/22 Wed.	Schedule Preparers, Direct of Off-Campus Programs	Email corrections to Military Ed page to Eric Nunes, Multimedia Specialist
6/7 Fri.	Shelly Hess	TBD - Email corrected comments to Schedule Preparers to update CS.
4/11 Thur.	Stephanie Bulger, Vice Chancellor, Instructional Services	Report any changes to Corporate Council logos to District Graphic Artist (Claudia Azcona-Mercado)
7/9 Tue.	Student Services	Fall 2019 priority registration (tentative)
4/11 Thur.	Student Services Support Technician	Deliver modifications to inside front cover to District Graphic Artist
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
5/13 Mon.	Student Systems Support Technician	Reviews draft of narrative and academic calendar (first review)
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)
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)
6/17 Mon.	Student Services Support Technician	Provide public access to CS online class schedule through the district portal
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 Elmon)
5/29 Wed.	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst

Student Systems Support Technician
Student Services Analyst

Danya Sanchez
Melonie Limtiaco

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

District Graphic Artist
Publications Editor & Supervisor

Claudia Azcona-Mercado
Cesar Gumapas

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)