

# Class Schedule Production Timeline - Summer 2020

Last Updated: 1/23/20 Final

Date	Responsibility	Activity
<b>September 2019</b>		
9/20 Fri	Curriculum Analyst	Deliver Short-Term Calendar to Student Services
10/7 Mon	Student Systems Support Technician	Update Crosswalk X_ISCLASS_AE with any changes to session codes
11/25 Mon	Curriculum Analyst	Roll Forward: From Summer 2019 to Summer 2020
<b>January 2020</b>		
1/1 Wed	Holiday	New Year's Day
1/20 Mon	Holiday	Martin Luther King
1/22 Wed	District Graphic Artist	Select photos for cover
1/22 Wed	Student Services Support Technician	Initiate cover changes to District Graphic Artist
1/22 Wed	Dean, Career Education & Workforce Development	Report any changes in Corporate Council logos to District Graphic Artist (Brenda Aguirre)
1/22 Wed	Director, Communications and Public Relations	Initiate review of Chancellor's Welcome Message and provide updates to Multimedia Specialist by 4/13
1/22 Wed	Dean, Online Instruction and Distributed Learning	Initiate review of online learning common page (page prior to course listings) to Systems Support Analyst
1/23 Thu	Multimedia Specialist	Email highlighted changes in PDF (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedule) to Student Services Support Technician
1/23 Thu	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
1/23 Thu	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
1/23 Thu	Honors Coordinators	Deliver changes to District Honors page to Multimedia Specialist
<b>February 2020</b>		
2/7 Fri	Multimedia Specialist	Compile common pages and Honors ads (in InDesign format) in case needed for schedule pagination
2/7 Fri	District Graphic Artist	Present draft of updated cover to Director
2/13 Thu	Schedule Preparers	<b>Download of input in CS since schedule roll. Changes after 5:00 PM will not be included in the download</b>
2/14 Fri	Holiday	Lincoln's Birthday
2/17 Mon	Holiday	Washington's Birthday
2/18 Tues	System Support Analyst	Run ISCLASS in CS and email listings to Schedule Preparers
2/18 Tues	Multimedia Specialist	Email Military base listings, and Evening and Online course listings to Schedule Preparers for review
2/18 Tues	Bookstore Supervisor	Receives Nebraska books interface file

Date	Responsibility	Activity
<b>February 2020</b>		
2/18/2020- Tue-Fri 2/21/2020	Schedule Preparers	Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS
2/20 Thu	Schedule Preparers	Deliver changes to Military base page to Multimedia Specialist
2/21 Fri	Schedule Preparers	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Kamini Bhakta; Mesa -Alison Mona and Arlis Svedberg; and Miramar-Melanie Cordero and Jennifer Ock)
2/25 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
2/25 Tue	Multimedia Specialist	Email PDF of page proof changes for review and editing to Systems Support Technician
2/26 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)
2/28 Fri	Schedule Preparers	<b>Input final corrections to CS class schedule prior to download. No changes (including rooms, times, instructor names) 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</b>
<b>March 2020</b>		
3/2 Mon	IT Production Control	Final download Summer 2020 class schedule in CS
3/3 Tue	Multimedia Specialist	Email Military base, and Online & Evening listings to Schedule Preparers for review
3/3 Tue	Schedule Preparers	Send your online listing corrections to Multimedia Specialist
3/3/2020- Tue-Fri 3/6/2020	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
3/9 Mon	Vice Presidents of Student Services	Email Systems Support Analyst with the number of campus quantities to print
3/9 Mon	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
3/13 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
3/13 Fri	Dean, Online & Distributed Learning	Update Online and Evening Programs and share with Multimedia Specialist
3/16 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 Student Systems Support Technician
3/23/2020- Mon - Fri 3/27/2020	Public Information Officers	Import course listings into InDesign and format
3/23 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's Instruction for final review
3/25 Wed	Schedule Preparers	Return corrected page proofs to PIOs in AM
3/30/2020- Mon-Fri 4/3/2020	Spring Break	

Date	Responsibility	Activity
<b>April 2020</b>		
4/6 Mon	System Support Analyst	Download ISCLASS section comments for review. Send to Dean, Curriculum Services and Curriculum Technician for review
4/13 Mon	Director, Communications and Public Relations	Deliver changes to Chancellor's welcome
4/13 Mon	Public Information Officers / VP's Instruction	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
4/13 Mon	District Graphic Artist	Deliver class schedule cover files to Systems Support Analyst
4/13 Mon	Multimedia Specialist	Combine college InDesign files into single combo schedule file
4/13 Mon	Dean, Curriculum Services	Send section comments/corrections to Vice Presidents of Instruction (copy Schedule Preparers) to update CS
4/15 Wed	Multimedia Specialist	Notify campus Student Services' staff, Graphic Artists, Schedule Preparers (copy District PIO) page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms
4/15 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)
4/17 Fri	Advantage, Inc.	Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM <sup>2</sup>
4/20 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
4/20 Mon	Advantage, Inc.	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
4/20 Mon	Multimedia Specialist	Email PIOs and Student Services Technician that bluelines are available for proofing
4/20 Mon	Multimedia Specialist	Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms
4/20 Mon	Multimedia Specialist	Send PDF of class schedule, academic calendar, and Five Steps to Registration to Student Services Support Technician
4/20 Mon	Student Systems Support Technician	Post Summer 2020 class schedule to the web
4/21 Tue	Advantage, Inc.	Pick up reviewed bluelines from Instructional Services
4/24 Fri	Advantage, Inc.	Deliver combo schedules to District sites (including Student Services) <sup>2</sup>
<b>May 2020</b>		
5/4 Mon	Student Systems Support Technician	Registration by appointment begins
5/25 Mon	Holiday - Memorial Day	

**Student Services, District Office**

Student Systems Support Technician

**Danya Sanchez**

**Instructional Services Division, District Office**

Dean, Online Instruction & Learning  
Dean, Career Education & Workforce Development  
Dean, Curriculum Services  
Systems Support Analyst  
Multimedia Specialist  
Curriculum Analyst  
Curriculum Technician

**Antonio Alarcón (Acting Dean)**  
**Amertah Perman**  
**Shelly Hess**  
**Jeff Mills**  
**Eric Nunes**  
**Erica Marrone**  
**Trila Gil**

**Communications and Public Relations, District Office**

District Graphic Artist  
Publications Editor & Supervisor

**Claudia Azcona-Mercado**  
**Leslie Hackett**

**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

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

Schedule Preparers

**Kamini Bhakta (City)**  
**Alison Mona and Arlis Svedberg (Mesa)**  
**Jennifer Ock and Melanie Cordero (Miramar)**

**Honors Coordinators**

**Veronica Derace and Ian Duckles**  
2-Year Assignment (2019-20 is year 2)

**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.