

Class Schedule Production Timeline - Summer 2021

Date	Responsibility	Activity
4/20 Mon.	Advantage, Inc.	Mail postcards.
4/16 Fri	Advantage, Inc.	Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM ²
4/19 Mon	Advantage, Inc.	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
4/20 Tue	Advantage, Inc.	Pick up reviewed bluelines from Instructional Services
4/26 Mon	Advantage, Inc.	Deliver combo schedules to District sites (including Student Services) ²
2/16 Tues	Bookstore Supervisor	Receives Nebraska books interface file
1/21 Thu	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
11/20 Fri	Curriculum Analyst	Roll Forward: From Summer 2020 to Summer 2021
9/18 Fri	Curriculum Analyst	Deliver Short-Term Calendar to Student Services
1/20 Wed	Dean, Career Education & Workforce Development	Report any changes in Corporate Council logos to District Graphic Artist (Brenda Aguirre)
4/12 Mon	Dean, Curriculum Services	Send section comments/corrections to Vice Presidents of Instruction (copy Schedule Preparers) to update CS
3/12 Fri	Dean, Online & Distributed Learning	Update Online and Evening Programs and share with Multimedia Specialist
1/20 Wed	Dean, Online Instruction and Distributed Learning	Initiate review of online learning common page (page prior to course listings) to Systems Support Analyst
1/20 Wed	Director, Communications and Public Relations	Initiate review of Chancellor's Welcome Message and provide updates to Multimedia Specialist by 4/13
4/12 Mon	Director, Communications and Public Relations	Deliver changes to Chancellor's welcome
1/20 Wed	District Graphic Artist	Select photos for cover
2/4 Thurs	District Graphic Artist	Present draft of updated cover to Director
4/12 Mon	District Graphic Artist	Deliver class schedule cover files to Systems Support Analyst
1/1 Fri	Holiday	New Year's Day
1/18 Mon	Holiday	Martin Luther King
2/12 Fri	Holiday	Lincoln's Birthday
2/15 Mon	Holiday	Washington's Birthday
5/31 Mon	Holiday - Memorial Day	
1/21 Thu	Honors Coordinators	Deliver changes to District Honors page to Multimedia Specialist
3/1 Mon	IT Production Control	Final download Summer 2021 class schedule in CS
1/21 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
2/4 Thurs	Multimedia Specialist	Compile common pages and Honors ads (in InDesign format) in case needed for schedule pagination
2/16 Tues	Multimedia Specialist	Email Military base listings, and Evening and Online course listings to Schedule Preparers for review
2/23 Tue	Multimedia Specialist	Email PDF of page proof changes for review and editing to Student Systems Support Technician
3/2 Tue	Multimedia Specialist	Email Military base, and Online & Evening listings to Schedule Preparers for review
3/15 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
4/12 Mon	Multimedia Specialist	Combine college InDesign files into single combo schedule file

Date	Responsibility	Activity
4/14 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
4/19 Mon	Multimedia Specialist	Email PIOs and Student Services Technician that blueines are available for proofing
4/19 Mon	Multimedia Specialist	Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms
4/19 Mon	Multimedia Specialist	Send PDF of class schedule, academic calendar, and Five Steps to Registration to Student Services Support Technician
3/12 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
3/22 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's
3/22/2021- Mon - Fri 3/26/2021	Public Information Officers	Import course listings into InDesign and format
4/12 Mon	Public Information Officers / VP's Instruction	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
2/11 Thu	Schedule Preparers	Download of input in CS since schedule roll.
2/18 Thu	Schedule Preparers	Deliver changes to Military base page to Multimedia Specialist
2/19 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 Fri	Schedule Preparers	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
3/2 Tue	Schedule Preparers	Send your online listing corrections to Multimedia Specialist
3/8 Mon	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
3/24 Wed	Schedule Preparers	Return corrected page proofs to PIOs in AM
2/16/2021- Tue-Fri 2/19/2021	Schedule Preparers	Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS
3/1/2021- Mon-Fri 3/5/2021	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
3/29/2021- Mon-Fri 4/2/2021	Spring Break	
1/20 Wed	Student Services Support Technician	Initiate cover changes to District Graphic Artist
10/5 Mon	Student Systems Support Technician	Update Crosswalk X_ISCLASS_AE with any changes to session codes
1/21 Thu	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
2/23 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
2/24 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)
4/19 Mon	Student Systems Support Technician	Post Summer 2021 class schedule to the web
5/3 Mon	Student Systems Support Technician	Registration by appointment begins

Date	Responsibility	Activity
4/14 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)
2/16 Tues	System Support Analyst	Run ISCLASS in CS and email listings to Schedule Preparers
4/5 Mon	System Support Analyst	Download ISCLASS section comments for review. Send to Dean, Curriculum Services and Curriculum Technician for review
3/2 Tue	Systems Support Analyst	Email draft schedule order to Admissions Supervisors to check campus quantities for each college and ECC.
4/19 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
3/8 Mon	Vice Presidents of Student Services	Email Systems Support Analyst with the number of campus quantities to print

Vice Chancellor of Educational Services

Susan Topham

Student Services, District Office

Student Systems Support Technician

Danya Sanchez

Instructional Services Division, District Office

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

Antonio Alarcón
Amertah Perman
Shelly Hess
Brian Weston
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

¹Production 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.

²We 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.