

## Spring 2021 College Processing Calendar

**Spring Semester February 1 - May 29, 2021 // Intersession January 4 - 30, 2021**

### IMPORTANT DEADLINES & PROCESSES

	Day	Date
▪ Online application available on CCCApply	Wed	9/9/2020
▪ Bookstore Interface starts (Outbound for Faculty to start selecting books)	Thu	10/1/2020
▪ Generate Dynamic Class Dates - Schedule of Classes	Thu	10/1/2020
▪ Deadline for Students to Appeal Loss of Priority Reg (Appt Term) or CCPG	Wed	10/14/2020
▪ Display Term Docs: Key Dates/Bus/Fees/Honors/Hours/Class Deadlines/Policy/QuickSteps/Guide to College	Mon	10/19/2020
▪ Discontinue process - Student Program/Plan -DISC - No enrollment since:	Mon	10/19/2020
▪ Deadline for Colleges to submit appeals to District for Loss of Priority (Appt Term) or Loss of CCPG	Thu	10/22/2020
▪ <b>Application Deadline:</b> Last day to apply to receive a registration date prior to Open Enrollment	Fri	10/23/2020
▪ <b>Deadline</b> to enter data: DSPS, EOPS, CalWorks, Foster & Homeless Youth, Active Duty, Veterans & Athletes	Fri	10/23/2020
▪ <b>Class schedule available ONLINE</b>	Mon	10/26/2020
▪ Generate Appointments, Term Activate, Student Groups, Assign Appt Times	Mon	10/26/2020
▪ Restricted Class Permission Numbers (Display in Faculty Portal)	Thu	10/29/2020
▪ Display Appointment in mySDCCD & Appointment Email (S36)	Thu	10/29/2020
▪ Registration - SpecPops (DSPS, EOPS, CW, FY, Homeless, Intercollegiate Athletes, Military & Vets)	Mon	11/9/2020
▪ SARS - Counseling Management Interface (Start accepting this Terms Students)	Mon	11/9/2020
▪ Class schedule available on campus and mailed	Tue	11/10/2020
▪ Registration by Appointment Begins	Thu	11/12/2020
▪ Registration - High School and Joint Diploma students	Fri	12/11/2020
▪ <b>Open Registration</b>	Mon	12/14/2020
▪ Permission Numbers by class (display in Faculty Portal) (Manual Generation for Classes starting afterward)	Sat	1/2/2021
▪ <b>Opening Day - Intersession Begins</b>	Mon	1/4/2021
▪ Parking permits mailed (if purchased and paid before 12 noon)	Wed	1/20/2021
▪ Residency determination date for all sessions	Sun	1/31/2021
▪ <b>Opening Day - Primary 16 Wk Session Begins</b>	Mon	2/1/2021
▪ Bus Pass (Semester) go on Sale	Mon	2/1/2021
▪ <b>Add/Drop/Refund Deadline (Primary 16wk Session)</b>	Tue	2/16/2021
▪ Instructor Census Drop Deadline - At NOON - Primary Term	Wed	2/17/2021
▪ Pass/No Pass Grade Option Deadline (Primary Session)	Mon	3/8/2021
▪ Second 8 week Session Begins	Mon	4/5/2021
▪ Withdrawal Deadline (Primary Session)	Fri	4/16/2021
▪ <b>GRADES Due</b> (Faculty) (Deadline for Positive Attendance Hours)	Fri	6/4/2021
▪ EOT GRADES Processing (Acad Standing, Holds, DQ Drop from Future Enrollment, Repetition Violations)	Thu	6/10/2021
▪ Hold Transcript for Final Grades - Release Date	Mon	6/14/2021
▪ Diploma File to Michael Sutter	Wed	6/30/2021

**Campuses Closed: Jan 1 & 18, Feb 12-15, Apr 2, May 31**

DROP FOR NON-PAYMENT (DNP) PROCESS		Day	Date
▪ Process	<b>DNP Process to run on the following Sundays: Nov. 29, Dec. 13, Jan. 3, 17, 31, Feb. 14</b>	Sun	11/29/2020
▪ Email	(S43) Registration Activity (Add/Drop/Waitlist) - DNP Warning, (S92) Payment Plans Available - Daily	Tue	11/10/2020
▪ Email	(S34) Drop for Non-Payment - WARNING - Mondays, prior to drop dates above	Mon	11/23/2020
▪ Email	(S42) Drop for Non-Payment - DROPPED - On the drop dates above	Sun	11/29/2020
EMAILS, REPORTS, QUERIES & NOTIFICATIONS		Day	Date
▪ Email	Faculty - TAO Assignment Acceptance Notification (S09) - Online in Faculty Portal	Wed	6/10/2020
▪ Email	New Applications: Welcome- Residency/Military/HS/FY/HLY (S32), DAAPP (S39), Annual Disclosure (S27), SSSP & Priority Reg (S60), Milestone Info (S64), TitleIX (S65), Placement Assist (S67), Gainful Employment (S76)	Wed	9/9/2020
▪ Email	(S84) Emergency Alert System - Update EMRG Phone Type & (S79) DSPS email - Update Cell Phone	Mon	10/5/2020
▪ Email	(S14) Intersession Promo / Spring Expectations	Fri	10/16/2020
▪ Rpt	Appointment Counts - by Date, Time and Group	Fri	10/30/2020
▪ Email	Student Registration: Reg Activity (S43), Classes in Cart-not enrolled (S31), Canvas Invite(S49), Class Cancelled(S90), Waitlist Emails ((S54) Gen info, (S53) Next to Enroll But Blocked, (S61) Auto Enrolled-Pay Fees))	Mon	11/9/2020
▪ Email	Students in Off Campus Class at MCAS - MCRD - NavalBase (S46) (S47) (S48)	Mon	11/9/2020
▪ Email	(S51) Students with an Appointment but not registered	Fri	12/11/2020
▪ Rpt	CalWorks Persistence – Run day prior to Open Reg.	Fri	12/11/2020
▪ Email	Faculty Reminders - Opening Day (S20), Add/Drop Deadline(S15), Census Enrlmnt(S28), Withdrawal Deadline(S16), Grades Deadline(S17), Reminder to "POST" Grades(S68)	Mon	12/14/2020
▪ Email	(S25) Students in CHIL development classes need Immunization	Thu	12/17/2020
▪ Query	Students with Repetition Violations	Mon	1/4/2021
▪ Query	Enrollment for Specific Subj/Courses - Used for Mesa Music	Thu	1/21/2021
▪ Email	(S45) Students in LCOM classes - Warning them that they will be dropped and moved to linked CRNs	Thu	1/21/2021
▪ Email	(S44) - Opening Day email w/class schedule, how to 'crash a class', Online Class info, Parking, Health & Safety	Wed	1/27/2021
▪ Email	(S19) College Flex Deadline reminder	Mon	2/1/2021
▪ Email	(S63) - Apply for Graduation reminder	Mon	2/8/2021
▪ Email	(S52) -Withdrawal deadline reminder - Primary Session	Thu	3/25/2021
▪ Rpt	EOT Reports: Missing/Late/Lapse Grades, Repeats Faculty Who Did Not Turn In Grades (Query)	Mon	6/7/2021
▪ Email	EOT Emails (S06) Probation - Acad Stand/Lack of Progress (at risk of losing CCPG and Priority), (S07)Disqual-Prov/HS/JD, (S01) Disqual-dropped from future enrlnmt, (S03) Disqual - 1st, 2nd, 3+, (S57)Approaching 100 units will lose priority	Fri	6/11/2021
▪ Rpt	Class Cancellation - HR, IS & SF Reports -NAV: CM-Roll Curriculum Data Forward - Class Cancellation	OD	
▪ Query	CalWORKs Reporting - ( X_CC_CALWROKS_COLLEGE_RPT)	OD	
▪ Query	Instructor LATE Census Drop - Primary Term (X_SR_INSTR_NO_DROPS_QRY)	OD	
▪ Query	Veterans - Receiving CCPG & Class Schedule 1099B & Academic Renewal & Standing (X_CC_VETS_<campus> )	OD	
▪ Query	Veterans - 85:15 Edplan counts & Vet Graduates (X_CC_VETS_85_15)	OD	
▪ Query	Veterans - "F" Grade Rpt (X_CC_VETS_F_GRADE), Veterans/Military - Student Data (X_CC_MIL_TO_CAMPUS)	OD	
▪ Query	Aviation report for Miramar (Weekly) (X_CC_INT_AVIATION)	OD	
▪ Query	International Student Rpts - Addr. Updts (X_CC_INTL_ADDRESS) & List (X_CC_INTL_VISA & X_CC_STDNT_COURSE)	OD	
▪ Query	Foster & Homeless Youth Report - ( X_SR_FOSTER_YOUTH)	OD	