

CLASS SCHEDULE PRODUCTION TIMELINE–SUMMER 2011

WORKING DATE	PROCEDURE	OFFICE
Jan. 10, 11, 12	Department Admin Assistants meet with A&R staff for instruction/training for building summer sessions. TRAINING LOCATION: VSTA 106C Monday thru Wednesday all day.	A&R
Jan. 10 – Feb. 11	Departments have access to build classes in PeopleSoft for summer sessions.	All Academic Schools
Feb. 11, 5 p.m.	Depts. locked out of PeopleSoft at 5 p.m. Updates after this time must be made using class submittal forms and will be reflected in the schedule (PeopleSoft).	A&R, ITS, VPAA/SS
Feb. 14 - 17	Admission and Records Reviews	A&R
Feb. 18	Non-class copy and WDCE promotional copy due to VPAA/SS	Academic Schools, Student Services, Controller, WDCE, PIO
Feb. 18 – 28	Classes assigned classrooms	Scheduling
Mar. 1	-- Distribution of drafts for final proofing -- (Except for deletions or typographical errors, new or changed information cannot be considered for the printed schedule and must be submitted on a course submission form for inclusion in the online schedule.)	All
Mar. 4	Final proof due to Admissions and Records by 5 p.m.	All
Mar. 7 -10	Final prep with PIO and A&R.	VPAA/SS, PIO and A&R
Mar. 10	Report from Information Technology Services	ITS
Mar. 15	Schedule available at my.tmcc.edu .	VPAA/SS, PIO, ITS
April 11 (week of)	PDF Version Posted on TMCC website	VPAA/SS, ITS
April 18	Registration for Summer Sessions Begin	
May 31 – July 1	Summer Session 1	
July 5 – August 5	Summer Session 2	