

## CLASS SCHEDULE PRODUCTION TIMELINE–FALL 2012

WORKING DATE	PROCEDURE	OFFICE
Nov. 1	Departments have access to build classes in PeopleSoft for Fall semester.	All Academic Schools
Nov. 1	A&R Rolls over only the classes from the previous fall semester that ran.	A&R
Nov. 3 & 4	Department Admin Assistants meet with A&R and scheduling staff for instruction/training for building Fall semester. TRAINING LOCATION: RDMT 256	A&R/Scheduling
Nov. 28	Chairs submit fall schedule to AAs	All Academic Schools
Feb. 3, 11:59 pm	Depts. locked out of PeopleSoft at 11:59 pm. 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. 6 – 10	A&R and Scheduling Review with AAs	A&R/Scheduling/AAs
Feb. 9	Non-class copy and WDCE promotional copy due to VPAA/SS	Academic Schools, Student Services, Controller, WDCE, PIO
Feb. 13 – Mar. 5	Classes assigned classrooms	Scheduling
March 5	-- Distribution of drafts for final proofing -- <u>Minor changes only</u> (e.g., cancel classes, correct spelling & grammatical errors). New or changed information <u>cannot</u> be considered for the printed schedule and must be submitted on a class submittal form for inclusion in the online schedule.	All
Mar. 9	Final proof due to Admissions and Records by 5 p.m.	All
Mar. 12 - 16	Final prep with PIO and A&R.	VPAA/SS, PIO and A&R
Mar. 18	Report from Information Technology Services	ITS
Mar. 26	Schedule available at <a href="http://www.mytmcc.edu">www.mytmcc.edu</a> . Shared instance required deadline for PeopleSoft.	VPAA/SS, PIO, ITS
March 26 (week of)	PDF Version Posted on TMCC website	VPAA/SS, ITS
April 30	2012 Fall Registration Begins	