

## CLASS SCHEDULE PRODUCTION TIMELINE–SUMMER 2012

WORKING DATE	PROCEDURE	OFFICE
Nov. 1	Departments have access to build classes in PeopleSoft for summer sessions.	All Academic Schools
Nov. 3 & 4	Department Admin Assistants meet with A&R and scheduling staff for instruction/training for building summer sessions. TRAINING LOCATION: RDMT 256	A&R/Scheduling
Nov. 7	Chairs submit summer schedule to AAs	All Academic Schools
Dec. 9 @ 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
Dec. 12 – 14	A&R and Scheduling Reviews with AAs	A&R/Scheduling/AAs
Jan. 9	Non-class copy and WDCE promotional copy due to VPAA/SS	Academic Schools, Student Services, Controller, WDCE, PIO
January 9 – 13	Classes assigned classrooms	Scheduling
Jan. 16	-- 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
Jan. 20	Final proof due to Admissions and Records by 5 p.m.	All
Jan. 23	Final prep with PIO and A&R.	VPAA/SS, PIO and A&R
Jan. 30	Report from Information Technology Services	ITS
Feb. 27	Schedule available at <a href="http://www.mytmcc.edu">www.mytmcc.edu</a> .	VPAA/SS, PIO, ITS
Feb. 27 (week of)	PDF Version Posted on TMCC website	VPAA/SS, ITS
April 2	Registration for Summer Sessions Begin	
May 29 – June 29	Summer Session 1	
July 2 – August 3	Summer Session 2	