

CLASS SCHEDULE PRODUCTION TIMELINE

Fall 2021

Item	Responsible	Date Due
Departments have access to build classes in PeopleSoft for Fall Departments build Class Schedule in PeopleSoft Controller creates lab fee schedule for coming term	A&R/Rollover Academic Depts. Accounting Services	October 12, 2020 October 12, 2020–February 12, 2021
Deadline for Chairs to submit Fall Schedule to AAs	Academic Departments	Week of November 9, 2020
AAs have entered all information into PeopleSoft	All Academic Divisions	January 29, 2021
A&R/Scheduling Review with AAs – Schedule Building Training	A&R, Scheduling, AAs	February 1–5, 2021
HTML “Proofing Link” Schedule available for review Effective Date: 8/11/2021	IT/Cal/AAs	February 8, 2021
Non-class copy and WDCE promotional copy	All Divisions	February 8, 2021
AAs locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process	All Divisions	February 12, 2021
A&R final review and cleanup; meet with A&R by appointment	A&R Carole/Lee	February 16–26, 2021
Optimization: Export classes out of PeopleSoft into R25	Scheduling Office	March 1–12, 2021
PeopleSoft – Schedule Available to Students – MyTMCC	Per Shared Instance	March 15, 2021
HTML Class Schedule “Go LIVE Link” Effective Date: 8/09/2021 Any changes- cancel and rebuild class – except for a room change	Cal & Bill	March 15, 2021
Late Start Class Schedule “Go Live Link” Effective Date: 8/31/2021	Cal & Bill	March 15, 2021
http://schedule.tmcc.edu	Cal	March 15, 2021
Shopping Carts open – No Changes	A&R	April 5, 2021
Priority Registration the week of 4/12/2021	A&R	April 12, 2021 (week of)
Registration Opens: Over 60 Credits	A&R	April 19, 2021
Registration Opens: Over 30 Credits	A&R	April 20, 2021
Registration Opens: New students	A&R	April 21, 2021
Open Registration	A&R	April 22, 2021
Open Scheduling: Non-academic & External Requests	Scheduling Office	June 15, 2021
Email “Room Availability” to deans and department chairs	Scheduling Office	Starting the week of August 2
2nd Optimization and classes imported back into PeopleSoft	Scheduling Office	August 16, 2021
Fall Semester Begins	A&R	August 23, 2021
7W1 Classes	A&R	8/23/21–10/9/21
7W2 Classes	A&R	10/25/21–12/11/21
Fall Semester Ends	A&R	12/11/21