

CLASS SCHEDULE PRODUCTION TIMELINE

Fall 2022

| 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 11, 2021 Oct. 11, 2021– Feb. 11, 2022 |
| Deadline for Chairs to submit Fall Schedule to AAs | Academic Departments | Week of November 8, 2021 |
| AAs have entered all information into PeopleSoft | All Academic Divisions | January 28, 2022 |
| A&R/scheduling review with AAs – Schedule Building Training | A&R, Scheduling, AAs | Jan. 31 – Feb. 4, 2022 |
| HTML “Proofing Link” Schedule available for review Effective Date: 8/10/2022 | IT/Cal/AAs | February 7, 2022 |
| Non-class copy and EPIC promotional copy | All Divisions | February 7, 2022 |
| AAs locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process | All Divisions | February 11, 2022 |
| A&R final review and cleanup; meet with A&R by appointment | A&R Carole/Lee/Jenny | February 14-25, 2022 |
| Optimization: Export classes out of PeopleSoft into 25Live | Scheduling Office/Jackie | Feb. 28 - March 11, 2022 |
| PeopleSoft - Schedule Available to Students - MyTMCC | Per Shared Instance | March 15, 2022 |
| HTML Class Schedule “Go LIVE Link” Effective Date: 8/8/2022 Any changes: cancel and rebuild class (except for a room change) | Cal & Bill | March 15, 2022 |
| Late Start Class Schedule “Go Live Link” Effective Date: 8/30/2022 | Cal & Bill | March 15, 2022 |
| http://schedule.tmcc.edu | Cal | March 15, 2022 |
| Shopping Carts open – No Changes | A&R | April 11, 2022 |
| Priority Registration the week of 4/18/2022 | A&R | April 18, 2022 (week of) |
| Registration Opens: Over 60 Credits | A&R | April 25, 2022 |
| Registration Opens: Over 30 Credits | A&R | April 26, 2022 |
| Registration Opens: New students | A&R | April 27, 2022 |
| Open Registration | A&R | April 28, 2022 |
| Open Scheduling: Non-academic & external requests | Scheduling Office/Jackie | June 14, 2022 |
| Email “Room Availability” to deans and department chairs | Scheduling Office/Jackie | Starting the week of Aug. 1 |
| 2nd Optimization and classes imported back into PeopleSoft | Scheduling Office/Jackie | August 15, 2022 |
| Fall Semester Begins | A&R | August 22, 2022 |
| 7W1 Classes | A&R | Aug. 22 – Oct. 7, 2022 |
| 7W2 Classes | A&R | Oct. 24 – Dec. 10, 2022 |
| Fall Semester Ends | A&R | December 10, 2022 |