

CLASS SCHEDULE PRODUCTION TIMELINE

Spring 2021

Item	Responsible	Date Due
Departments have access to build Class Schedule Departments build Class Schedule in PeopleSoft Controller creates lab fee schedule for coming term (July-Aug)	A&R/Rollover Academic Departments Accounting Services	April 6, 2020 April 6–October 1, 2020
Chairs: have Spring Schedule to AAs	Academic Departments	September 18, 2020
SP19 Lab fee requests due to VPAA (1st week of September)	Academic Divisions	Pending
AAs have entered all information into PeopleSoft Meet with AAs – Schedule Building Training	Scheduling, A&R, Academic Departments	September 25, 2020 (No Training for Spring)
Non-class copy	Academic Divisions	August 3, 2020
HTML “ Proofing Link ” available for review Effective Date: 1/2/2021	Cal/Bill	September 15, 2020
Departments run cleanup reports Departments locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process	Academic Departments, A&R, VPAA, IT	October 1, 2020
Review and cleanup of schedule (AAs meet with A&R)	A&R/Lee, Carole	October 2-7,2020
Optimization, export classes out of PeopleSoft into R25	Scheduling Office	October 8-9, 2020
AA's review HTML “Proofing Link” Class Schedule	Academic Departments	Oct. 12-13, 2020
By 5 p.m. Academic Divisions return limited edits to A&R	A&R/Carole	October 13, 2020
HTML Class Schedule (http://schedule.tmcc.edu) “ Go Live Link ” Effective Date: 1/2/2021	IT/Cal	October 15, 2020
Late Start Class Schedule “Go Live Link” Effective Date: 2/2/2021	IT/Cal	October 15, 2020
PeopleSoft - Schedule available to students - MyTMCC	Per Shared Instance	October 15, 2020
Shopping Carts Open	A&R	November 2, 2020
Priority Registration week of November 4	Student Services	November 9, 2020
Registration Opens: Continuing Students - Over 60 Credits	A&R	November 16, 2020
Registration Opens: Continuing Students – Over 30 Credits	A&R	November 17, 2020
Registration Opens: New Students	A&R	November 18, 2020
Open Registration	A&R	November 19, 2020
Open Scheduling – Non-academic & External Requests	Scheduling Office	November 20, 2020
Email “Room Availability” to deans and department chairs	Scheduling/Jackie	Starting the week of Dec. 14
2 nd Optimization for Spring classes imported back into PeopleSoft	Scheduling/Jackie	January 8, 2021
Instruction Begins - Monday 1/25/2021	A&R	1/25/21 – 5/15/21
7W1 Classes	A&R	1/25/21–3/13/21
7W2 Classes	A&R	3/29/21–5/15/21