

CLASS SCHEDULE PRODUCTION TIMELINE

Spring 2022

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 5, 2021 April 5 – August 13, 2021
Chairs: have Spring Schedule to AAs	Academic Departments	The week of May 3, 2021
AAs have entered all information into PeopleSoft Meet with AAs – Schedule Building Training	Scheduling, A&R, Academic Departments	July 23, 2021 July 26-30, 2021
Non-class copy and EPIC promotional copy	Academic Divisions	August 2, 2021
HTML “Proofing Link” available for review Effective Date: 1/3/2022	Cal/Bill	August 2, 2021
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	August 13, 2021
Review and cleanup of schedule (AAs meet with A&R)	A&R/Lee, Carole, Jenny	Aug. 16 – Sept. 3, 2021
Optimization, export classes out of PeopleSoft into 25Live	Scheduling Office/Jackie	September 7-24, 2021
AAs review HTML “Proofing Link” Class Schedule	Academic Departments	Sept. 27 – Oct. 1, 2021
By 5 p.m. Academic Divisions return limited edits to A&R	A&R/Carole, Jenny	October 1, 2021
HTML Class Schedule (http://schedule.tmcc.edu) “Go Live Link” Effective Date: 1/3/2022	IT/Cal	October 15, 2021
Late Start Class Schedule “Go Live Link” Effective Date: 2/1/2022	IT/Cal	October 15, 2021
PeopleSoft: Schedule available to students - MyTMCC	Per Shared Instance	October 15, 2021
Shopping Carts Open	A&R	November 1, 2021
Priority Registration week of 11/8/21	Student Services	November 8, 2021
Registration Opens: Continuing Students - Over 60 Credits	A&R	November 15, 2021
Registration Opens: Continuing Students – Over 30 Credits	A&R	November 16, 2021
Registration Opens: New Students	A&R	November 17, 2021
Open Registration	A&R	November 18, 2021
Open Scheduling: non-academic & external requests	Scheduling Office	November 29, 2021
Email “Room Availability” to deans and department chairs	Scheduling/Jackie	Starting the week of Dec. 13
2 nd Optimization for Spring classes imported back into PeopleSoft	Scheduling/Jackie	January 7, 2022
Instruction Begins - Monday 1/24/2022	A&R	January 24 – May 14, 2022
7W1 Classes	A&R	January 24 – March 11, 2022
7W2 Classes	A&R	March 28 – May 5, 2022