

CLASS SCHEDULE PRODUCTION TIMELINE

Summer 2021

Item	Responsible	Date Due
Departments have access to build classes in PeopleSoft for summer sessions	A&R Rollover All Academic Divisions	July 30, 2020 July 30, 2020
Deadline for Chairs to submit Summer schedule to Admin Assistants	A&R/Scheduling	Week of September 28, 2020
AAs have entered all information into PeopleSoft	All Academic Divisions	November 30, 2020
A&R Review with AAs	A&R / AAs	November 30–December 4, 2020
Non-class copy and WDCE promotional copy	Academic Divisions	December 7, 2020
HTML " Proofing Link " Schedule available for review Effective Date: 6/1/2021	IT/Cal	December 7, 2020
AAs locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process	ALL	January 8, 2021
Review and cleanup of schedule – Schedule Building Training	A&R/Carol, Lee /Scheduling	January 11–29, 2021
AAs meet with A&R by appointment	A&R/Lee and Carole	January 11–29, 2021
1 st Optimization – Export classes out of PeopleSoft into R25	Scheduling/Vicky	February 1–12, 2021
Final Review HTML " Proofing Link " Schedule	Academic Departments	February 16–26, 2021
HTML Class Schedule " Go Live Link " Effective Date: 6/1/2021 Any changes – cancel and rebuild – except for a room change	IT/Cal	March 15, 2021
PeopleSoft – Schedule available to students – MyTMCC	Per Shared Instance	March 15, 2021
Shopping Carts open – No changes	A&R	March 22, 2021
Priority Registration	A&R	March 29, 2021 (week of)
Registration for Summer Sessions begin	A&R	April 5, 2021 (week of)
Open Scheduling – Non-academic and External Requests	Scheduling	April 30, 2021
2 nd Optimization: classes imported back into PeopleSoft	Scheduling/Vicky	May 3, 2021
First Summer Term	A&R	6/1/21–7/2/21
Second Summer Term	A&R	7/6/21–8/6/21