

# CLASS SCHEDULE PRODUCTION TIMELINE

## Summer 2022

Item	Responsible	Date Due
Departments have access to build classes in PeopleSoft for Summer Sessions	A&R Rollover All Academic Divisions	July 29, 2021 July 29, 2021
<b>Deadline for Chairs to submit Summer schedule to Admin Assistants</b>	A&R/Scheduling	Week of September 26, 2021
<b>AAs have entered all information into PeopleSoft</b>	<b>All Academic Divisions</b>	<b>December 1, 2021</b>
A&R review with AAs	A&R/AAs	December 5–9, 2021
Non-class copy and EPIC promotional copy	Academic Divisions	December 12, 2021
HTML <b>"Proofing Link"</b> schedule available for review Effective Date: <b>5/31/2022</b>	IT/Cal	December 12, 2021
<b>AAs locked out of PeopleSoft at 11:59 p.m.</b> <b>Please use the OnBase class submittal form process</b>	<b>ALL</b>	<b>January 7, 2022</b>
Review and cleanup of schedule - Schedule Building Training	A&R/Carole, Jenny/Scheduling	January 10–28, 2022
<b>AAs meet with A&amp;R by appointment</b>	<b>A&amp;R/Lee, Carole, Jenny</b>	<b>January 10–28, 2022</b>
1 <sup>st</sup> Optimization – Export classes out of PeopleSoft into 25Live	Scheduling/Jackie	Jan. 31 – Feb. 11, 2022
Final Review HTML <b>"Proofing Link"</b> schedule	Academic Departments	February 14–18, 2022
HTML Class Schedule <b>"Go Live Link"</b> Effective Date: <b>5/31/2022</b> Any changes: cancel and rebuild (except for a room change)	IT/Cal	March 15, 2022
PeopleSoft - Schedule available to students - MyTMCC	Per Shared Instance	March 15, 2022
Shopping Carts open - no changes	A&R	March 28, 2022
Priority Registration	A&R	April 4, 2022 (week of)
Registration for Summer Sessions begins	A&R	April 11, 2022 (week of)
Open Scheduling – Non-academic and external requests	Scheduling	May 2, 2022
2 <sup>nd</sup> Optimization: classes imported back into PeopleSoft	Scheduling/Jackie	May 6, 2022
First Summer Term	A&R	May 31 – July 1, 2022
Second Summer Term	A&R	July 5 – Aug. 5, 2022