

# CLASS SCHEDULE PRODUCTION TIMELINE

## Winter Session 2020-21

Item	Responsible	Date Due
Departments have access to build Class Schedule Departments build Class Schedule in PeopleSoft	A&R/Rollover Academic Departments	April 6, 2020 April 6–October 1, 2020
Chairs - have Winter & Spring Schedule to AAs	Academic Departments	September 18, 2020
SP20 Lab fee requests due to VPAA (Traditionally 1st week of September)	Academic Divisions	Pending
<b>AAs have entered all information into PeopleSoft Meet with AAs – Schedule Building Training</b>	<b>Scheduling, A&amp;R, Academic Departments</b>	<b>September 25, 2020 No Training for Winter</b>
Non-class copy	Academic Divisions	August 3, 2020
HTML " <b>Proofing Link</b> " available for review Effective Date: <b>12/14/20</b>	IT/Cal	September 15, 2020
AA's review HTML " <b>Proofing Link</b> " Class Schedule Note: limited edits: only spelling errors and section deletions	Academic Departments	September 17-25, 2020
AAs meet with A&R – by appointment	A&R/Lee and Carole	September 28-30, 2020
<b>Departments locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process</b>	<b>Academic Departments</b>	<b>October 1, 2020</b>
Review and cleanup of schedule – AAs meet with A&R by appointment	A&R/Lee and Carole	October 2-7, 2020
1 <sup>st</sup> Optimization – Export classes out of PeopleSoft into R25	Scheduling/Jackie	October 8-9, 2020
AA's Final review HTML "Proofing Link" Class Schedule	Departments	October 12-13, 2020
<b>By 5 p.m. Academic Divisions return limited edits to A&amp;R</b>	<b>A&amp;R/Carole</b>	<b>October 13, 2020</b>
HTML Class Schedule " <b>Go Live Link</b> " Effective Date <b>12/14/20</b> Any Changes- cancel and rebuild class - except for a room change	<b>IT/Cal</b>	<b>October 15, 2020</b>
PeopleSoft - Schedule available to students - MyTMCC <b>Per the Shared Instance</b>	A&R Shared Instance	October 15, 2020
Shopping Carts Open	A&R	November 2, 2020
Priority Registration the week of 11/9	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 16, 2020
2 <sup>nd</sup> Optimization for Winter Session Classes imported back into P.S.	Scheduling/Jackie	December 7, 2020
Winter Session Instruction Begins - All classes start 12/21/20	A&R	<b>12/21/20–1/14/21</b>