

CLASS SCHEDULE PRODUCTION TIMELINE

Winter Session 2021-22

Item	Responsible	Date Due
Departments have access to build Class Schedule Departments build Class Schedule in PeopleSoft	A&R/Rollover Academic Departments	April 5, 2021 April 5–August 13, 2021
Chairs - have Winter & 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	Academic Divisions	August 2, 2021
HTML " Proofing Link " available for review Effective Date: 12/12/2021	IT/Cal	August 2, 2021
AAs review HTML " Proofing Link " Class Schedule Note: limited edits (only spelling errors and section deletions)	Academic Departments	August 2-13, 2021
AAs meet with A&R – by appointment	A&R/Lee, Carole, Jenny	August 9-13, 2021
Departments locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process	Academic Departments	August 13, 2021
Review and cleanup of schedule – AAs meet with A&R by appointment	A&R/Lee, Carole, Jenny	Aug. 16 - Sept. 3, 2021
1 st Optimization – Export classes out of PeopleSoft into 25Live	Scheduling/Jackie	September 7-24, 2021
AA's Final review HTML "Proofing Link" Class Schedule	Departments	Sept. 27 – Oct. 1, 2021
By 5 p.m. Academic Divisions return limited edits to A&R	A&R/Carole	October 1, 2021
HTML Class Schedule " Go Live Link " Effective Date 12/12/21 Any Changes- cancel and rebuild class - except for a room change	IT/Cal	October 15, 2021
PeopleSoft - Schedule available to students - MyTMCC Per the Shared Instance	A&R Shared Instance	October 15, 2021
Shopping Carts Open	A&R	November 1, 2021
Priority Registration the 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 22, 2021
2 nd Optimization for Winter Session Classes imported back into P.S.	Scheduling/Jackie	December 6, 2021
Winter Session Instruction Begins - All classes start 12/20/21	A&R	Dec. 20, 2021 – Jan. 13, 2022