

FALL 2019 (2197) CLASS SCHEDULE TIMELINE

THURSDAY, JANUARY 31, 2019 – LAST DAY WE WILL BE ACCEPTING CHANGES FOR THE PRINTED CLASS SCHEDULE

**DATES ARE APPROXIMATE
AND SUBJECT TO CHANGE**

2018

November 19, Monday Departments/Programs and divisions receive materials to build Fall 2019 class schedule. Departments/Programs print Fall 2019 schedule information sheets **or** schedule build worksheet.

November 30, Friday Draft of the Fall 2019 schedule will be posted on the Intranet for departments to review entry.

2019

January 2, Wednesday

Spring 2019 semester begins.

January 18, Friday Due date for Departments/Programs to finish entering Fall 2019 course offerings and submit materials to Division Dean's office by 3:00 p.m. Include schedule build worksheet, audit report, class component report, PNSR, instructor missing detail report, online class forms, room chart, check variable unit hours, department report, Intranet printout (**which includes: Escondido Ed. Center, Fallbrook Ed. Center, Rancho Bernardo Ed. Center, Sites, Online, Video, and Weekend sections; and cross listed/combined classes from different disciplines**) and any additional materials requested by the Dean's office.

January 31, Thursday Departments' access to enter class information removed at midnight. *Departments will continue to have access to Instructor Detail area in order to address instructor edits and additions through Friday, August 23, 2019.*

January 31, Thursday

LAST DAY WE WILL BE ACCEPTING CHANGES FOR THE PRINTED CLASS SCHEDULE

January 31, Thursday Deans submit materials to Instructional Services.

March 8, Friday Departments/Programs submit Fall 2019 Intranet (**which includes: Escondido Ed. Center, Fallbrook Ed. Center, Rancho Bernardo Ed. Center, Sites, Online, Video, and Weekend sections; and cross listed/combined classes from different disciplines**) to Division Dean. Corrections should be made on a current Lookup Report and Intranet print out and submitted by 2:00 p.m. accompanied by a signed final proof cover sheet.

March 15, Friday Division Deans to submit Intranet corrections to Instructional Services.

*April 1, Monday
April 8, Monday
April 15, Monday*

*Departments review "enrollment vs. room cap" reports for Summer 2019.
Summer 2019 "enrollment vs. room cap" due to Division Dean.
Division Deans submit Summer 2019 "enrollment vs. room cap" corrections to Instructional Services.*

March 25-March 30

Spring Break

April 8, Monday Departments start using the e-mail cancellation to cancel classes for Fall 2019.

*April 22, Monday
April 29, Monday
May 6, Monday
May 17, Friday*

*Departments run PNSR report for Summer 2019.
Summer 2019 PNSR due to Division Dean.
Division Deans submit Summer 2019 PNSR corrections to Instructional Services.
Departments/Programs print and distribute Summer 2019 hourly assignment notices (HANs) and other information to instructors*

April 29, Monday

Summer 2019 Registration begins

Green-refers to summer

Orange-refers to spring

Blue-refers to fall

<i>April 29, Monday</i>	<i>Departments review “enrollment vs. room cap” reports for Fall 2019.</i>
<i>May 6, Monday</i>	<i>Fall 2019 “enrollment vs. room cap” due to Division Dean.</i>
<i>May 13, Monday</i>	<i>Division Deans submit Fall 2019 “enrollment vs. room cap” corrections to Instructional Services.</i>
<i>May 28, Tuesday</i>	<i>Summer 2019 4W1 session begins.</i>
<i>May 30, Thursday</i>	<i>Fall 2019 Registration begins.</i>
<i>June 17, Monday</i>	<i>Summer 2019 F6 and FT1 sessions begin.</i>
<i>June 24, Monday</i>	<i>Summer 2019 4W2 and FT2 sessions begin.</i>
<i>June 24, Monday</i>	<i>Departments run PNSR report for Fall 2019.</i>
<i>July 1, Monday</i>	<i>Fall 2019 PNSR due to Division Dean.</i>
<i>July 8, Monday</i>	<i>Division Deans submit Fall 2019 PNSR corrections to Instructional Services.</i>
July 19, Friday	Departments/Programs print and distribute Fall 2019 hourly assignment notices (HANs) and other information to instructors.
<i>July 22, Monday</i>	<i>Summer 2019 4W3 session begins.</i>
<i>August 5, Monday</i>	<i>Division Offices determine Fall 2019 replacement accounts.</i>
August 19, Monday	Fall 2019 semester begins.
August 23, Friday	<i>Inputters access to enter instructor detail removed at midnight (for Fall <u>2019 payroll</u>).</i>
September 20, Friday	Pay date for first payroll

Approved: 11/19/2018

cc: Debra Avila (TLC)
 Luke Bisagna
 Miguel Dumbrique
 Maria (Elena) Fernandez (HR)
 Tricia Frady
 Eva Lauchman
 John Lewis
 Yvette Maynard
 Tom Medel
 Benjamin Moss
 Nicole Puccio
 Ray Rey (Bookstore)-0688mgr@follett.com
 Patricia Reyes (Event Scheduler)
 Dayna Schwab (Facilities)
 Tania Silva (HR)
 Brandi Taveuveu
 Lori Waite (LC)
 Eillen Waller (Payroll)
 Ryan Williams
 Christine Winterle (HR)