

SPRING 2020 (2203) CLASS SCHEDULE TIME LINE

FRIDAY, JUNE 7, 2019 – LAST DAY WE WILL BE ACCEPTING CHANGES FOR THE PRINTED CLASS SCHEDULE

DATES ARE APPROXIMATE
AND SUBJECT TO CHANGE

2019

May 28, Tuesday

Summer 2019 4W1 session begins.

May 30, Thursday

Fall 2019 registration begins

JUNE 7, FRIDAY

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

June 7, Friday

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, January 31, 2020.*

June 7, Friday

Deans submit materials to Instructional Services.

June 17, Monday

Summer 2019 F6 and FT1 sessions begin.

June 24, Monday

Summer 2019 4W2 and FT2 sessions begin.

June 24, Monday

Departments run PNSR report for Fall 2019.

July 1, Monday

Fall 2019 PNSR due to Division Dean.

July 8, Monday

Division Deans submit Fall 2019 PNSR corrections to Instructional Services.

July 22, Monday

Department/Programs print and distribute Fall 2019 hourly assignment notices (HANs) and other information to instructors

July 22, Monday

Summer 2019 4W3 session begins.

August 5, Monday

Division Offices determine replacement accounts for Fall 2019.

August 5, Monday

Departments/Programs submit Spring 2020 Intranet **(which includes: Escondido Center, Fallbrook Education Center, Rancho Bernardo Education Center, Sites, Online, Video, Fast Track and Weekend sections, cross listed/combined classes from different disciplines)** to Division Dean. Corrections should be made on the Intranet print out and submitted by 2:00 p.m. accompanied by a signed Final Proof cover sheet.

August 12, Monday

Deadline for Division Dean to submit Intranet corrections to Instructional Services at noon.

August 19, Monday

Fall 2019 Semester Begins.

September 13, Friday

Departments/Programs start using the e-mail cancellation list to cancel classes for Spring 2020, rather than SIS.

September 30, Monday

Departments review "enrollment vs. room cap" reports for Spring 2020.

October 7, Monday

Spring 2020 "enrollment vs. room cap" due to Division Dean.

October 14, Monday

Division Deans submit Spring 2020 "enrollment vs. room cap" corrections to Instructional Services.

October 28, Monday

Departments run PNSR report for Spring 2020.

November 4, Monday

Spring 2020 PNSR due to Division Dean.

November 12, Tuesday

Division Deans submit Spring 2020 PNSR corrections to Instructional Services.

October 28, Monday

Spring 2020 Registration begins.

Green-refers to summer

Orange-refers to spring

Blue-refers to fall

December 2, Monday

Departments/Programs print and distribute Spring 2020 hourly assignment notices (HANs) and other information to instructors.

December 2, Monday

Division Offices determine replacement accounts for Spring 2020.

2020

January 2, Thursday

Spring 2020 semester begins.

January 31, Friday

Inputters access to enter instructor detail removed at midnight (for Spring 2020 payroll) Replacement account strings should be assigned by this time.

Revised: 5/29/19

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