

SUMMER 2020 (2205) CLASS SCHEDULE TIMELINE

FRIDAY, OCTOBER 11, 2019 – LAST DAY WE WILL BE ACCEPTING CHANGES FOR THE PRINTED CLASS SCHEDULE

**DATES ARE APPROXIMATE
AND SUBJECT TO CHANGE**

2019

- September 9, Monday** Departments/Programs and divisions receive materials to build Summer 2020 class schedule. Departments/Programs print Summer 2020 schedule information sheets or schedule build worksheet.
- September 16, Monday** Draft of the Summer 2020 schedule will be posted on the Intranet for departments to review entry. (Draft will be updated frequently.)
- September 30, Monday** Due date for Departments/Programs to finish entering Summer 2020 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 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.
- Sep. 30 – Oct. 9** Departments work with Division Dean's office to address any corrections and/or edits to class schedule.
- 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 11, 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, June 19, 2020.*

October 11, Friday

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

- October 11, Friday** Deans submit materials to Instructional Services.
- October 28, Monday* *Spring 2020 Registration begins.*
- 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.*
- 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 21, Tuesday** Departments/Programs submit Summer 2020 Intranet **(which includes: Escondido 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.
- January 27, Monday** Deadline for Division Deans to submit Intranet corrections to Instructional Services.
- March 9, Monday** Departments start using the e-mail cancellation to cancel classes for Summer 2020.
- Green-refers to summer* *Orange-refers to spring* *Blue-refers to fall*

<i>March 30, Monday</i>	<i>Departments review “enrollment vs. room cap” reports for Summer 2020.</i>
<i>April 6, Monday</i>	<i>Summer 2020 “enrollment vs. room cap” due to Division Dean.</i>
<i>April 13, Monday</i>	<i>Division Deans submit Summer 2020 “enrollment vs. room cap” corrections to Instructional Services.</i>
<i>April 20, Monday</i>	<i>Departments run PNSR report for Summer 2020.</i>
<i>April 27, Monday</i>	<i>Summer 2020 PNSR due to Division Dean.</i>
<i>May 4, Monday</i>	<i>Division Deans submit Summer 2020 PNSR corrections to Instructional Services.</i>
April 27, Monday	Registration begins for Summer 2020.
<i>April 30, Thursday</i>	<i>Departments review “enrollment vs. room cap” reports for Fall 2020.</i>
<i>May 7, Thursday</i>	<i>Fall 2020 “enrollment vs. room cap” due to Division Dean.</i>
<i>May 14, Thursday</i>	<i>Division Deans submit Fall 2020 “enrollment vs. room cap” corrections to Instructional Services.</i>
May 18, Monday	Departments/Programs print and distribute Summer 2020 hourly assignment notices and other information to instructors.
May 26, Tuesday	Summer 2020 INT session begins
<i>May 28, Thursday</i>	<i>Fall 2020 Registration begins</i>
June 15, Monday	Summer 2020 F6 and FT1 sessions begin
June 19, Friday	<i>Inputters access to enter instructor detail removed at midnight (for <u>Summer 2020 payroll</u>).</i>
June 22, Monday	Summer 2020 4W1 and FT2 sessions begin
<i>June 22, Monday</i>	<i>Departments run PNSR report for Fall 2020.</i>
<i>June 29, Monday</i>	<i>Fall 2020 PNSR due to Division Dean.</i>
<i>July 6, Monday</i>	<i>Division Deans submit Fall 2020 PNSR corrections to Instructional Services.</i>
July 20, Monday	Pay date for first Summer 2020 payroll
July 20, Monday	Summer 2020 4W2 session begins
<i>July 20, Monday</i>	<i>Distribute Fall 2020 HANs</i>
<i>July 27, Monday</i>	<i>Division Offices determine Fall 2020 replacement accounts.</i>

Approved: 9/9/2019

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