

CLASS SCHEDULING INFORMATION

We are asking for everybody to use Adobe Sign at this time for any changes/adds on SIS for every semester. Please see a step-by-step process on how to use Adobe Sign on the Class Scheduling website.

Some deadlines that may be occurring during out time off-campus are:

SUMMER 2020 – USE ADOBE SIGN

- Enrollment Cap vs. Classroom Cap
 - Monday, March 30 – review (I will be sending documents through email)
 - Excel document
 - Filter to your Academic Org and save
 - Open your saved document and make any changes in red
 - Save as Adobe PDF
 - Send through Adobe sign
 - Combined classes (document is already in PDF format)
 - Open the document and save
 - Open your saved document and make any changes in red
 - Save
 - Send through Adobe Sign
 - Monday, April 6 – due to Dean
 - Monday, April 13 – due to IO
- PNSR
 - Monday, April 20 – run
 - Monday, April 27 – due to Dean
 - Monday, May 4 – due to IO
 - Monday, May 18 – print and distribute HAN

FALL 2020 – USE ADOBE SIGN

- Enrollment Cap vs. Classroom Cap
 - Monday, April 27 – review (I will be sending documents through email)
 - Excel document
 - Filter to your Academic Org and save
 - Open your saved document and make any changes in red
 - Save as Adobe PDF
 - Send through Adobe sign
 - Combined classes (document is already in PDF format)
 - Open the document and save
 - Open your saved document and make any changes in red
 - Save
 - Send through Adobe Sign
 - Monday, May 4 – due to Dean
 - Monday, May 11 – due to IO
- PNSR
 - Monday, June 22 – run
 - Monday, June 29 – due to Dean
 - Monday, July 6 – due to IO
 - Monday, July 24 – print and distribute HAN