

## Class Schedule Production Timeline - Summer 2017

Date	Responsibility	Activity
1/5 Thu	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
2/14 Tue	Curriculum Analyst	Email Martin and IT Website Staff to request test term be loaded into the test schedule.
2/21 Tue	Curriculum Analyst	Run CurricUNET extract process to download clas_course data and clas_reqs data to 10.1.1.136 server (online class schedule). Review requisite and course description information in the test system-- CurricUNET extract process for the Online Class Schedule. When accuracy is verified then notify IT to move to production.
3/27 Mon	Curriculum Analyst	Download ISCLASS section comments for review. Send corrections to Schedule Preparers to update ISIS.
4/3 Mon	Curriculum Analyst	Send ISCLASS section comments corrections to Schedule Preparers to update ISIS.
4/6 Thu	Curriculum Analyst	Upon verification of accuracy, notify IT Web Programmer/Analyst to upload clas_course data and clas_reqs data to production.
1/17/17- Tue-Thu 1/19/17	Curriculum Analyst	Run CurricUNET extract process for long titles (printed schedule). Review long course titles. When Accuracy is verified, notify IT to upload data to production.
TBD	Curriculum Analyst	Deliver Prerequisites changes to Student Services Support Technicians
9/14 Wed	Curriculum Analyst	Deliver CALT dates to Student Services
1/4 Wed	Dean, Economic Development	Report any changes in Corp Council logos to District Graphic Artist (Brenda Aguirre)
1/4 Wed	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Systems Support Analyst.
1/4 Wed	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
1/4 Wed	District Graphic Artist	Select photos for cover
1/20 Fri.	District Graphic Artist	Present draft of updated cover to Director
3/20 Mon	District Graphic Artist	Deliver campus-specific color proof of final cover art and final postcard design. Beresford/Chancellor signoff
4/3 Mon	District Graphic Artist	Deliver class schedule cover files to Systems Support Analyst
1/16 Mon	Holiday	Martin Luther King
2/17 Fri	Holiday - Lincoln's Birthday	
5/29 Mon	Holiday - Memorial Day	
1/2 Mon	Holiday - New Year	
2/20 Mon	Holiday - Washington's Birthday	
1/5 Thu	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Multimedia Specialist
10/21 Fri	Information Technology	Roll Forward: From Summer 2016 to Summer 2017 Scheduler Project Available for input after the roll.
1/27 Fri	IT Production Control	<a href="#">Download (PSISCS10 ) Summer 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM</a>
2/16 Thu	IT Production Control	Final download Summer 2017 class schedule (PSISCS10) to ISCLASS WEB SERVER after 11:00 PM

Date	Responsibility	Activity
1/19 Thu	IT Web Staff	Upload Summer 2017 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
4/6 Thu	IT Web Staff	Upload Summer 2017 course descriptions & requisites to production for online class schedule.
4/6 Thu	Mail Room Clerk	Prepare Postal Form for mailing post cards
1/20 Fri	Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
1/30 Mon	Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
2/7 Tue	Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
2/21 Tue	Multimedia Specialist	Email Military Ed listings to Schedule Preparers for review
2/27 Mon	Multimedia Specialist	Integrate changes to online listings from all three colleges into one MS Word document, send to Dean, Instructional Services for review and then email document to Multimedia Specialist.
4/3 Mon	Multimedia Specialist	Combine college InDesign files into single combo schedule file
4/5 Wed	Multimedia Specialist	Notify campus Information Officers and Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
4/10 Mon	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
2/24 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
3/13 Mon	Public Information Officers	Deliver page proofs to Schedule Preparers/VP's Instruction for final review
2/27/2017- Mon - Fri 3/10/2017	Public Information Officers	Import course listings into InDesign and format
2/2 Thu	Public Information Officers	Deliver changes to Military Ed page to Multimedia Specialist
4/3 Mon	Public Information Officers / VP's Instruction	Deliver college section in hard copy and digital file to Systems Support Analyst in the AM
4/10 Mon	Public Information Officers and Student Services Student Services Technician	Proof bluelines
4/20 Mon. 4/7 Fri	San Dieguito Printers San Dieguito Printers	Mail postcards. Pick up page proofs, digital files, cover art, postcard designs from Instructional Services in the PM <sup>2</sup>
4/10 Mon	San Dieguito Printers	Deliver combo schedule digital bluelines and cover color key to Instructional Services <sup>2</sup>
4/12 Wed	San Dieguito Printers	Pick up reviewed bluelines from Instructional Services
4/19 Wed	San Dieguito Printers	<b>Deliver combo schedules to District sites (including Student Services) 2</b>
1/27 Fri	Schedule Preparers	<b>Download of input since schedule roll. Changes after 5:00 PM will not be included in the download.</b>

Date	Responsibility	Activity
2/16 Thu	Schedule Preparers	Input final corrections to class schedule prior to download. No changes (including rooms, times, instructor names) after 5:00 PM. <u>This is the final input deadline for ISIS data to be included in printed schedule.</u> <u>Any changes after 5pm will be reflected in online schedule, but not printed schedule</u>
2/21 Tue	Schedule Preparers	Send your online listing corrections (blatant errors only) to System Support Analyst . Remember to edit the listings with Track Changes turned on.
2/23 Thu	Schedule Preparers	Deliver MS Word- formatted course listings to PIOs
3/20 Mon	Schedule Preparers	Return corrected page proofs to PIOs in AM
12/30/2016- Mon-Thu 2/2/2017	Schedule Preparers	Print and distribute course listings. Coordinate review of ISIS content with department chairs and campus deans. Update content changes/corrections in ISIS. Report CurricUNET errors to Systems Support Analyst to correct
2/21/2017- Tue-Fri 2/24/2017	Schedule Preparers	Print and distribute course listings. Coordinate review of ISIS <u>content</u> with department chairs and campus deans. Update content changes/corrections in ISIS. Report errors regarding title and short course descriptions to Instructional Services
1/30 Mon	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from IS Class Schedule Website (after 8:30 AM)
2/21 Tue	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Schedule Website (after 8:30 AM)
3/27/2017- Mon-Fri 4/1/2017	Spring Break	
10/24 Mon	Student Services Analyst (Melonie)	Scheduler available
1/4 Wed	Student Services Support Technician	Deliver cover changes to District Graphic Artist
1/5 Thu	Student Systems Support Technician	Deliver highlighted changes in MS Word (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedules) to Multimedia Specialist
1/5 Thu	Student Systems Support Technician	Provide changes to inside front cover to District Graphic Artist
2/7 Tue	Student Systems Support Technician	Reviews first draft of narrative (First Review)
2/8 Wed	Student Systems Support Technician	First review changes due back to IS Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
4/11 Tue	Student Systems Support Technician	Post Summer 2017 class schedule to the web
5/15 Mon	Student Systems Support Technician	Tentative - Registration by appointment begins

Date	Responsibility	Activity
4/5 Wed	<b>Student Systems Support Technician/Information Officers/Multimedia Specialist</b>	Proof combo page proofs in Instructional Services-check calendars, narrative, and legal information specifically. Distribute, complete, and retain SDCCD sign-off forms. Update In Design files with help from System Support Analyst (Final Proof--All changes must be made by 5:00 pm)
1/30 Mon	<b>System Support Analyst</b>	Run macros in ISCLASS, turn on course listings, save on G drive and email Schedule Preparers and Mary Kingsley that the listings are available.
4/10 Mon	<b>System Support Analyst</b>	Email PIOs and Student Services Technician that bluelines are available for proofing
5/23 Tue	<b>System Support Analyst</b>	Check schedule quantities at District Service Center and distribute as necessary.
6/12 Mon	<b>System Support Analyst</b>	Contact District Service Center to recycle remaining schedules
4/10 Mon	<b>Systems Support Analyst</b>	Remind the Duplicating Supervisor to make sure that sufficient funds are in the postal account to cover the cost of the class schedule mailing
2/3 Fri	<b>TBD by each College</b>	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa -Arlis Svedberg Miramar-Terrie Hubbard)
2/23 Thu	<b>Vice Presidents of Student Services</b>	Email Systems Support Analyst with the number of campus quantities to print