

Date	Responsibility	Activity
2/6 Mon.	Erica Marrone, Curriculum Analyst	Email CALT document to Schedule Preparers and request confirmation of dates
2/6 Mon.	Jeff Mills, Systems Support Analyst	Setup reminder emails for Publications Editor and Supervisor
2/14 Tue.	Jeff Mills, Systems Support Analyst	Email printers proof distribution to Schedule Preparers. Update distribution list for Fall 2017 process requisitions.
2/16 Thur.	Erica Marrone, Curriculum Analyst	Deliver CALT dates to Student Services
2/17 Fri.	Holiday - Lincoln's Birthday	
2/20 Mon.	Holiday - Washington's Birthday	
3/17 Fri.	Information Technology	Roll Fall 2016 to Fall 2017 Scheduler Project available for input after the roll
3/20 Mon.	Student Services Analyst	Scheduler available
3/31 Fri.	Holiday - Cesar Chavez	
4/13 Thur.	Director, Communications and Public Relations	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
4/13 Thur.	District Graphic Artist	Select photos for cover
4/13 Thur.	Stephanie Bulger, Vice Chancellor, Instructional Services	Report any changes to Corporate Council logos to District Graphic Artist (Brenda Manzelli)
4/13 Thur.	Student Services Support Technician	Deliver modifications to inside front cover to District Graphic Artist
4/14 Fri.	IT Production Control	Download (PSISCS10) Fall 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM – will not include updated full course title and short course description
4/14 Fri.	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 Eric Nunes, Multimedia Specialist
4/17 Mon.	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings , and email Schedule Preparers that the listings are available.
4/17 Mon.	Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor	Download course listings/rich text reports/Access database file from ISCLASS Website (after 8:30 AM)
4/27 Thur.	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Eric Nunes, Multimedia Specialist
4/27 Thu.	Honors Coordinators – Wendy Smith & Leticia Lopez	Deliver changes to District Honors page to Eric Nunes, Multimedia Specialist
5/1 Mon.	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
5/5 Fri.	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
5/8 Mon.	Erica Marrone, Curriculum Analyst	Email Martin, copy IT Web Staff, request Fall 2017 test term be loaded into the test schedule.

Date	Responsibility	Activity
5/8 Mon.	Erica Marrone, Curriculum Analyst	Run CurricUNET extract process for long titles (printed schedule). Review long course titles. Verify accuracy of long titles and notify IT to upload from test to production.
5/8 Wed.	IT Web Staff	Upload Fall 2017 long course titles to Production SQL Master table for ISCLASS--CurricUNET extract process for printed class schedule
5/12 Fri.	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Eric Nunes, Multimedia Specialist
5/12 Fri.	District Graphic Artist	Present draft of updated cover to Director
5/12 Fri.	Eric Nunes, Multimedia Specialist	Compile common pages and International Ed/Honors ads (in InDesign format) to Jeff Mills, Systems Support Analyst--if needed for paging
5/12 Fri.	IT Production Control	Download (PSISCS10) Fall 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM
5/12 Fri.	Schedule Preparers	Input Deadline Final changes to class schedule prior to download. No changes after 5:00 PM
5/15 Mon.	Eric Nunes, Multimedia Specialist	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
5/15 Mon.	Eric Nunes, Multimedia Specialist	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
5/15 Mon.	Erica Marrone, 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.
5/15 Mon.	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available
5/15 Mon.	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 errors regarding titles to Instructional Services
5/15 Mon.	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)
5/15 Mon.	Student Systems Support Technician	Reviews draft of narrative and academic calendar (first review)
5/15 Mon.	TBD by each College	Deliver Changes to Off-Campus locations to Eric Nunes, Eric Nunes, Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Shaunna Elmone)
5/19 Fri.	Eric Nunes, Multimedia Specialist	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Jeanie Tyler).
5/19 Fri.	IT Production Control	Final Download (PSISCS10) Fall 2017 class schedule to ISCLASS WEB SERVER after 5:00 PM (prior to 6:00 AM on Mon.)

Date	Responsibility	Activity
5/19 Fri.	Schedule Preparers	Input final corrections to class schedule prior to final download. No changes after 5:00 PM. This is the final input deadline for ISIS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule ¹
5/19 Fri - Wed	Schedule Preparers	Final formatting of course listings in MS Word
5/19 Fri.	Student Systems Support Technician	First review changes due back to Eric Nunes, Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
5/22 Mon.	Jeff Mills, Systems Support Analyst	Run macros in ISCLASS, turn on course listings, and email Schedule Preparers that the listings are available
5/22 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)
5/24 Wed.	District Graphic Artist	Proof of final cover art due. Beresford/Chancellor signoff
5/24 Wed.	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
5/24 Wed.	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Eric Nunes, Multimedia Specialist
5/24 Wed.	Schedule Preparers, Direct of Off-Campus Programs	Email corrections to Military Ed page to Eric Nunes, Multimedia Specialist
5/25 Thur.	District Graphic Artist	Deliver final cover art to Systems Support Analyst
5/25 Thur.	Eric Nunes, Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
5/25 Thur.	Information Officers	Import course listings into InDesign and format
5/29 Mon	Holiday - Memorial Day	
5/30 Tues.	Erica Marrone, Curriculum Analyst	Deliver Prerequisites changes to Student Systems Support Technician
5/31 Wed.	Eric Nunes, Multimedia Specialist	Deliver online course listings proof to Jeff Mills, Systems Support Analyst
5/31 Wed.	Jeff Mills, Systems Support Analyst	Upload final cover art to commercial printers.
5/31 Wed.	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst
6/1 Thur.	Eric Nunes, Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
6/1 Thur.	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- first review
6/2 Fri.	Jeff Mills, Systems Support Analyst	Run PSISCS10 to produce updated comments for Shelly/Desiree.
6/5 Mon.	Jeff Mills, Systems Support Analyst	Run section comments for review and email them to Shelly/Desiree.
6/5 Mon.	Publications Editor & Supervisor	Email updated delivery list to Sun Distributing
6/6 Tues.	Erica Marrone, Curriculum Analyst	Review course descriptions in online class schedule and make corrections where necessary

Date	Responsibility	Activity
6/6 Tues.	IT Web Staff	Upload Fall 2017 course description file to online class schedule test system.
6/6 Tues.	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Eric Nunes, Multimedia Specialist
6/7 Wed.	Information Officers / VP's Instruction	Deliver campus page proofs in hard copy and InDesign digital file to Eric Nunes, Multimedia Specialist in the AM
6/7 Wed.	San Dieguito Printers	Deliver cover digital blue line to Jeff Mills, Systems Support Analyst
6/9 Fri.	Desiree Payne for Shelly Hess	Email corrected comments to Schedule Preparers to update ISIS.
6/9 Fri.	Eric Nunes, 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.
6/9 Fri.	Student Systems Support Technician/Information Officers/Eric Nunes, Multimedia Specialist	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)
6/12 Mon.	Erica Marrone, Curriculum Analyst	Request clas_course and clas_regs data to be loaded into production online class schedule system
6/13 Tues.	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
6/14 Wed.	San Dieguito Printers	Pick up combo page proofs, digital files, from Instructional Services in the PM ²
6/16 Fri.	Jeff Mills, Systems Support Analyst	Remind the Duplicating Supervisor to make sure that sufficient funds are in the postal account to cover the cost of the class schedule mailing
6/19 Mon.	Eric Nunes, Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
6/19 Mon.	San Dieguito Printers	Deliver combo schedule digital blue lines and cover color key to Instructional Services ²
6/19 Mon.	Student Systems Support Technician	Post class schedule to the web
6/20 Tues.	San Dieguito Printers	Pick up reviewed blue lines from Instructional Services
6/27 Tues.	San Dieguito Printers	Deliver combo schedules to District sites and Post Office, and combo schedules to Student Services ²
7/4 Tue.	Legal Holiday - Independence Day	
7/10 Mon.	Student Services	Fall 2017 registration by appointment begins
8/9 Wed.	Jeff Mills, Systems Support Analyst	Check schedule quantities at the Warehouse
9/8 Fri.	Jeff Mills, Systems Support Analyst	Contact Warehouse to recycle remaining schedules
3/27-4/1 Mon.Sat.	Colleges Closed - Spring Break	