District Schedule Development Timeline (2243)

Intersession
January 2 to January 27, 2024
Spring 2024
January 29 to May 25, 2024

Area/Audience	Description	Date
Schedulers	Prior Term Copy of Class Schedule	Jun 16, 2023
Schedulers/Reviewers	CS Schedule Proofs (available on Tuesdays & Thursdays) begins	Jul 10, 2023
Schedulers	Deadline to enter updated class notes	Sep 29, 2023
District	Recommended class notes to Schedulers	Oct 6, 2023
Schedulers	Input of Faculty TAOs	Oct 6, 2023
Schedulers/Faculty	Faculty TAO Release Date	Oct 9, 2023
Schedulers	Begin submitting CTMs TO VPI Office	Oct 13, 2023
All	**Class Schedule Posted Online**	Oct 16, 2023
Schedulers/Faculty	Permission Numbers Visible in Faculty Portal	Dec 30, 2023*
All	**Opening Day for Intersession**	**Jan 2, 2024**
All	**Opening Day for Spring**	**Jan 29, 2024**

Support for Schedulers

Scheduling Job Aids:
https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/316997637/Credit+UGRD+Schedule+Build+Job+Aids
Scheduling Handouts:
https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/324403496/Handouts
*Creating Manual Permission Numbers:
https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/316899509/Creating+Permission+Numbers+Add+Codes