San Diego Mesa College
Office of Instructional Services and Economic Development
Timeline for Fall 2003 Schedule Development

Fall 2003: September 2 to December 20, 2003				
Time Frame:	ACTION:	CHAIRS	DEANS	V.P. STAFF
1. 1/22/03	Roll forwards available to deans' for distribution. Excel room charts electronically distributed to Deans.	X	X	X
2. 1/22/03- 1/31/03	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule and room chart development.	X	X	
3. 1/31/03- 2/28/03	Department chairs develop and complete schedule; then submit to school deans for review. Secretaries begin input of schedule after deans have reviewed data. Continued development and completion of Excel electronic room charts	X	X	
4. 03/03/03- 04/07/03	School deans continue to review final schedule submissions and secretaries continue to input data to ISIS. All room changes must be inputted into Excel room charts.	X	X	
5. **04/07/03**	**LAST DAY FOR DEANS' SECRETARIES TO DO INPUT**	X	X	
6. 04/08/03	Assume schedule and completed Excel room charts in Office of Instruction in AM.			X
7. 04/08/03- 04/25/03	Rooms reviewed for conflict.			X
8. 04/28/03	Changes to master schedule involving rooms submitted and processed.	X	X	X
9. 05/02/03	No print codes in place. Return code to print upon notification.		X	
10. 05/09/03*	Tape cut at 4:00 p.m. (First Download)	X	X	X
11. 05/15/03*	Review of galley for input of final corrections to class schedule. Any changes after 4 p.m. will be reflected in the online schedule, but not the printed schedule.		X	X

*Tentative Dates – dates are determined by District Instructional Services.

Original: 12/04/02
Revised: 1/14/03