SAN DIEGO MESA COLLEGE
Office of Instruction
TIMELINE FOR FALL 2018 SCHEDULE DEVELOPMENT
Revised May 2018

Time Frame	Responsibilities
1. 11/15/17 (W)	o Roll Forward available to deans and secretaries
2. 11/15/17 (W)	o Deans review FTEF allocations and schedule development timeline with chairs
No Scheduler Deans/Chairs work directly with secretaries to input/adjust Fall 2018 CRNs	
3. 11/15/17 (W)	o Deans/Chairs work with school secretaries to input changes into ISIS
4. TBD	Printer's Proofs may or may not be available during inputting.
5. 12/08/17 (F)	o Review school priority rooms for conflicts (including classes from other schools) o Verify all room assignments are complete
6. 12/08/17(F)	District Download for Campus Solutions
7. 12/11/17 (M)	o Printer Proof Distribution of District 12/8/2017 Download
8. 12/11/17 (M) to 2/23/18 (F)	o Deans/Chairs to work with school secretaries to input changes into ISIS o Schools are responsible for assuring **room assignments** do not create conflicts.
9. 2/23/18 (F)	Final District Download for Campus Solutions
Revisions as of March 2, 2018	
10. **3/2/2018 (F)**	Fall 2018 will be done in ISIS
11. 3/2/18 (F) to 4/20/18 (F)	• Deans/Chairs to continue to work with school secretaries to input changes into ISIS • Schools are responsible for assuring **room assignments** do not create conflicts.
12. 4/20/18 (F)**	Last day for schools to input prior to submitting information to VPI Office.
13. 4/23/18 (M)	VPI Office Review • Admin Sec. reviews Clsrm CRNs email lists and works with schools in inputting rooms • Admin Sec. reviews time-block usage and assists in resolving room conflicts • Admin Tech verifies printed scheduling accuracy for no prints, out of range, comments, curriculum pending, honor courses, LCOMs, etc. in preparation for campus review
14. 5/11/18 (F)	District Download (Tape Cut) at 4:00 pm
15. 5/14/18 (M)	Schools prepare/review for Campus Review • Any and all ISIS changes now require a confirming Change to Master be sent to the VPI office personnel and to school's timekeeper. • For changes to appear in the printed schedule a hard copy CTM with dean's signature is required at the Campus Review.
16. 5/17/18 (Th)	Campus Review is for final corrections to printed class schedule. (Location **LRC 435)** • For changes to appear in the printed schedule a hard copy CTM with Dean's signature is processed and initialed for manual inclusion in the printed schedule. Refer to Guidelines for Campus Review. • All changes inputted into ISIS will be included in the WEB schedule.
17. 6/18/18 (M)	• Fall 2018 class schedule available online (District) • List of CRNs sent to Student Services to extend add code deadline (Admin Tech)
18. 10/12/18 (F)	• Cancel zero enrollment CRNs

* Schools receive priority room listings for rooms they are authorized to utilize. Deans distribute listings to chairs and indicate which rooms are available to each department. For rooms outside the department or outside the school, chairs confer with their dean. Only deans may request rooms from outside their priority room list. Secretaries make room changes until 04/20/18.

** After 04/20/18, priority room listings are no longer in effect. VPI Office personnel in coordination with deans and secretaries, to provide rooms for Clsrm CRNs