SAN DIEGO MESA COLLEGE
Office of Instruction
TIMELINE FOR SCHEDULE DEVELOPMENT
SPRING 2021

TIME FRAME:	ACTION:
1. 6/11/20 (Th)	• 2021 CS inputting available
2. 7/01/20 (W)	• Send CS Prior Term files to deans and secretaries • Send CS Scheduling Report to deans and secretaries
3. 7/01/20 (W) to 8/07/20 (F)	• Deans/Chairs work with secretaries to make changes
4. 8/10/20 (M)	• Send CS Scheduling Report to deans and secretaries
5. 8/10/20 (M) to 9/11/20 (F)	• Deans/Chairs review report and work with secretaries to make changes • Send ISCLASS files (Printer Proofs) to deans and secretaries if available* • Change to Masters (CTMs) are **not** required at this time
6. **9/11/20 (F)**	• **Majority of Schedule should be completed**
7. 9/14/20 (M) to 9/25/20 (F)	• Send CS Scheduling Report to deans and secretaries • Deans/Chairs review report and work with secretaries to make changes • Send ISCLASS files (Printer Proofs) to deans and secretaries if available* • CTMs are **not** required at this time
8. **9/25/20 (F)***	• **Schedule should be completed** • **District download/Tape-Cut for printed class schedule at 5:00 p.m.***
9. 9/28/20 (M)	• Send printed schedule ISCLASS files to deans and secretaries • Schools review printed schedule ISCLASS files and make changes in CS • CTMs **are required** from this time forward • **No deletion** of CNs from this time forward only cancellation of CNs
10. **10/08/20 (Th)**	• **Deadline for CTM final corrections to be in printed class schedule.**
11. 10/26/20 (M)*	• Spring 2021 class schedule available online* • VPI Office send list of extend add code CNs to District
12. 04/06/21 (F)	• Schools cancel zero enrollment classes

* Tentative Dates – Dates are determined by District