

**SAN DIEGO MESA COLLEGE**  
**TIMELINE FOR SUMMER 2013 SCHEDULE DEVELOPMENT**  
**SUMMER 2013 - 5/28/13-08/10/13**  
**8-week session - 06/10/13 – 08/03/13**

<b>TIME FRAME:</b>	<b>ACTION:</b>
1. 02/11/13 (M)	• Roll Forward available.
2. 02/11/13 (M)	• Deans review FTEF allocations and schedule development timeline.
3. 02/11/13 (M) to 02/22/13 (F)	• No Scheduler available • Input schedule changes directly into ISIS. • All summer CRNs have been cancelled. • To utilize cancelled CRNs email CRNs to VPI Office
<b>4. 02/22/13 (F)</b>	• <b>Last day for schools to input Summer courses.</b>
<b>5. 02/22/13 (F)</b>	• <b>District Download at 4:00 p.m.*</b>
6. 02/25/13 (M)	• All changes beyond this point require an electronic Change to Master be sent to the Office of Instruction personnel and to school's timekeeper.
<b>7. 02/28/13 (Th)</b>	• <b>School review for final corrections to schedule.</b>
8. 03/11/13 (M)	• <b>List of Courses Mesa will offer available.</b>
9. 04/15/13 (M)	• Summer 2013 class schedule available online (District)*
10. 04/22/13 (M) to 05/06/13 (M)	• Signed original TAOs to Employment/Payroll • Input all non-classroom assignments (ESUs, reassigned time, counseling, tutorial, LRC and nurses)
11. 05/06/13 (M)	• New Adjunct Employment paperwork completed (new hires ≥ 18 months gap)
12. 08/02/13 (F)	• Cancel zero enrollment classes

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