

## Production Schedule—Fall 2010 Class Schedule

March 10	Wednesday	Roll into the proofing term, 201129
March 11	Thursday	Credit and noncredit departments can begin building classes/making changes Plan editorial
April 9	Friday	Credit and noncredit departments stop building classes/making changes in Banner by midnight; <i>see Section Building Restrictions for Credit Classes on Main Campus in your training packet for information about schedule changes/additions/deletions.</i>  Deadline for fee revisions – credit sections  Deadline for credit class notes
April 12	Monday	Roll into the actual term, 201120  <b>Department deadline to send Learning Community course information to Anne McGrail.</b>
April 13	Tuesday	Credit and noncredit departments can resume working in Banner (actual term)
April 20	Tuesday	Advance registration advising for credit students begins
May 11	Tuesday	Web credit schedule viewable to students
May 18	Tuesday	Advance registration for credit students begins
June 4	Friday	Credit departments stop building classes/making changes in Banner by midnight
June 7	Monday	Curriculum & Scheduling (Beverly) begins preparing course data to run Schedule 25 room assignments for credit classes; a report containing room assignments for instructional units will be posted to the P drive in approximately 1 week. <i>Beverly will email departments to let them know when they can go back into Banner.</i>
July 8	Thursday	Supplemental sent for update  ABSE sent for update  ESL sent for update
July 22	Thursday	Supplemental deadline, begin CX  ESL returns proofs to Angela  ABSE returns proofs to Angela

		Ad copy deadline
July 22-27	Thurs.-Tues.	Supplemental CX
July 23	Friday	Deadline for building all noncredit classes (CE, BDC, APPR, ABSE, ESL, WFD, LFC)
July 26	Monday	Curriculum & Scheduling (Beverly) prepares course data to run Schedule 25 for noncredit classes
July 29	Thursday	Deadline for adding extra sections due to allocation of funds
August 2	Monday	Banner extract of credit classes to Printing/Graphics Deadline for credit departments to proof web schedule
August 3	Tuesday	Supplemental CX Distance Learning deadline Editorial deadline
August 5	Thursday	Continuing Ed (CE, BDC) email courses to P/G by noon Send email reminder re page proofs
August 11	Wednesday	Page proofs, 9 a.m.-11 a.m., CEN/Room 407 Let printer know how many copies to deliver to campus
August 12-19	Thur.- Thur.	CX Do index
August 19	Thursday	FTP Aspire Magazine to printer Send corrected supplemental to Cottage Grove
August 24	Tuesday	Printer shows proof
August 30	Monday	ICO to College Finance for postage
September 2	Thursday	To post office Send administrative copies to departments Mail/deliver to those on community distribution list

September 3	Friday	Noncredit schedule viewable to students Noncredit web registration begins Aspire to Counseling and Enrollment Services
September 6	Monday	Holiday – Labor Day
September 8	Wednesday	In homes by this date
September 9	Thursday	Registration begins
September 27	Monday	Fall term begins