

## Production Schedule—Spring 2010 Web Class Schedule/Aspire

July 14	Tuesday	Roll into proofing term 201049
July 15	Wednesday	Departments can begin building classes/making changes <i>If you are building sections that need to be linked, please build those sections first. If they are not part of the Learning Community, contact Melanie Brown via e-mail with the CRNs. For Learning Community links, contact the Learning Community coordinator via e-mail with the CRNs. This will enable the classes to be linked in a timely manner.</i>
December 3	Thursday	Credit departments stop building classes/making changes in Banner by midnight; <i>see Course Building Restrictions for credit classes on Main Campus pictorial guide for information about schedule changes/additions/deletions <b>following this date.</b></i>  Deadline for credit class notes  Deadline for fee revisions – credit sections  Supplemental sent for update  ABSE proofs sent for update  ESL proofs sent for update
December 4	Friday	Roll into the actual term, 201040
December 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>
December 8	Tuesday	Plan editorial section
January 12	Tuesday	Web credit schedule viewable to students
January 15	Friday	Deadline for building all noncredit classes (CE, BDC, APPR, LFC, WFD, ABSE, ESL)  Supplemental deadline, begin CX  ESL returns proofs to Angela  ABSE returns proofs to Angela
January 18	Monday	Martin Luther King Day, college closed

January 19	Tuesday	Curriculum & Scheduling (Beverly) prepares course data to run Schedule 25 for noncredit classes  Advance Registration Advising begins
January 25	Monday	Banner extract of credit classes to Printing/Graphics by 5 p.m.
January 26	Tuesday	Continuing Ed (CE, BDC, APPR, LFC, WFD) email courses to P/G by 5 p.m.  Advance registration for credit students begins <i>Web-available indicator removed for existing noncredit sections; noncredit departments must remove web-available indicator when adding sections.</i>  Ad copy deadline  Supplemental CX
January 27	Wednesday	Distance Learning course deadline  Supplemental CX  Send email reminder re page proofs
January 28	Thursday	Angela delivers Continuing Education (CE, BDC) supplemental proof by noon
February 1	Monday	Continuing Education (CE, BDC) returns supplemental proof to Angela by 10 a.m.
February 3	Wednesday	Page proofs, 9-11 a.m., CEN/Room 407
February 4-10	Thurs.-Wed.	CX  Do index
February 10	Wednesday	Let printer know how many copies to deliver to campus
February 11	Thursday	FTP entire magazine to printer
February 15 (Approximately)	Monday	Printer shows proof/press check  Presidents' Day
February 18	Thursday	ICO to College Finance for postage
February 23	Tuesday	To post office  Send administrative copies to departments, Continuing Education

Mail/deliver to those on community distribution list

Aspire to Counseling and Enrollment Services

February 24 Wednesday Noncredit schedule viewable to students

Noncredit web registration begins

February 27 Saturday In homes by this date

March 1 Monday Registration begins

March 29 Monday Spring term begins