

Production Schedule—Summer 2010 Class Schedule

March 3	Wednesday	Roll into the proofing term, 201119
March 4	Thursday	Credit and noncredit departments can begin building classes/making changes <i>If you are building Learning Communities, please remember to build those classes first and contact the Learning Communities coordinator with the CRNs. This will enable the classes to be linked.</i> Plan editorial
April 1	Thursday	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 2	Friday	Roll into the actual term, 201110
April 5	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>
April 12	Monday	Supplemental sent for update ABSE sent for update ESL sent for update
April 19	Monday	Curriculum & Scheduling (Beverly) prepares course data to run Schedule 25 for noncredit classes
April 20	Tuesday	Advance registration advising for credit students begins
April 26	Monday	Supplemental deadline, begin CX ESL returns proofs to Angela ABSE returns proofs to Angela Ad copy deadline
April 26-30	Mon.-Fri.	Supplemental CX

April 27	Tuesday	Web credit schedule viewable to students
April 30	Friday	Deadline for adding extra sections due to allocation of funds Deadline for building all noncredit classes (CE, BDC, APPR, ABSE, ESL, WFD, LFC)
May 3	Monday	Deadline for credit departments to proof web schedule Banner extract of credit classes to Printing/Graphics
May 4	Tuesday	Continuing Ed (CE, BDC, APPR, ABSE, ESL, WFD, LFC) email merged courses to P/G by noon Advance registration for credit students begins Supplemental CX Distance Learning deadline Editorial deadline
May 6	Thursday	Angela delivers Continuing Education (CE, BDC) proof by noon
May 7	Friday	Send email reminder re page proofs
May 10	Monday	Continuing Education (CE, BDC) returns proof to Angela by 10 a.m.
May 12	Wednesday	Page proofs, 9 a.m.-11 a.m., CEN/Room 407
May 13	Thursday	Let printer know how many copies to deliver to campus
May 13-20	Thur.- Thur.	CX Do index
May 20	Thursday	FTP Aspire Magazine to printer Send corrected supplemental to Cottage Grove
May 24	Monday	Printer shows proof
May 25	Tuesday	ICO to College Finance for postage
May 31	Monday	Holiday – Memorial Day

June 1	Tuesday	To post office Send administrative copies to departments Mail/deliver to those on community distribution list
June 3	Thursday	Noncredit schedule viewable to students Noncredit web registration begins Aspire to Counseling and Enrollment Services
June 5	Saturday	In homes by this date
June 7	Monday	Registration begins
June 21	Monday	Summer term begins