

Production Schedule—Winter 2010 Web Class Schedule/Aspire

July 14	Roll into proofing term 201039
	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>
	Plan 8-page, 4-color editorial section
September 10 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 following this date.</i>
	Deadline for credit class notes
	Deadline for fee revisions – credit sections
September 11 Friday	Roll into the actual term, 201030
September 14 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>
September 23 Wednesday	Supplemental sent for update
	ABSE proofs sent for update
	ESL proofs sent for update
October 13 Tuesday	Supplemental deadline, begin CX
	ESL returns proofs to Angela
	ABSE returns proofs to Angela
	Web credit schedule viewable to students
October 15 Thursday	Deadline for building all noncredit classes (CE, BDC, APPR, LFC, WFD, ABSE, ESL)

October 19	Monday	Curriculum & Scheduling (Beverly) prepares course data to run Schedule 25 for noncredit classes
October 20	Tuesday	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>
October 26	Monday	Banner extract of credit classes to Printing/Graphics Ad copy deadline
October 27	Tuesday	Continuing Ed (CE, BDC, APPR, LFC, WFD) email courses to P/G by noon Supplemental CX Angela begins final correction to Continuing Education
October 28	Wednesday	Supplemental CX Send email reminder re page proofs Distance Learning emails winter term classes to Printing/Graphics
October 29	Thursday	Angela delivers Continuing Education (CE, BDC) supplemental proof by noon
October 30	Friday	Supplemental corrections
November 2	Monday	Continuing Education (CE, BDC) returns supplemental proof to Angela by 10 a.m.
November 3	Tuesday	Editorial deadline/4-color pages complete
November 4	Wednesday	Page proofs, 9-11 a.m., CEN/Room 407
Nov. 3-11	Tues.-Wed.	CX Do index
November 11	Wednesday	Let printer know how many copies to deliver to campus
November 12	Thursday	FTP entire magazine to printer
November 16 (approximate date)	Monday	Printer shows proof/press check
November 19	Thursday	ICO to College Finance for postage
November 20	Friday	Noncredit schedule viewable to students Noncredit web registration begins

November 24	Tuesday	To post office Aspire to Counseling and Enrollment Services Send administrative copies to departments, Continuing Education Mail/deliver to those on community distribution list
Nov 26-27	Thurs-Fri	Holiday – Thanksgiving Break
November 28	Saturday	In homes by this date
November 30	Monday	Registration begins PDF of credit classes (old version) posted to web
January 4	Monday	Winter term begins