

Production Schedule—Fall 2008 Class Schedule

March 10	Monday	Roll into proofing term 200929
March 11	Tuesday	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 11	Friday	Credit and noncredit departments stop building classes/making changes in proofing term 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 credit class notes Deadline for fee revisions – credit sections
April 14	Monday	Roll into the actual term, 200920
April 21	Monday	Deadline for credit departments to proof web schedule
April 22	Tuesday	Advance Registration advising for credit students begins Web credit schedule viewable to students Credit and noncredit departments can resume working in Banner (actual term)
May 20	Wednesday	Advance registration for credit students begins
June 6	Friday	Credit departments stop building classes/making changes in Banner by midnight
June 9	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>
June 12	Friday	Advance Registration advising for credit students ends
June 23	Monday	Supplemental sent for update ABSE proofs sent for update ESL proofs sent for update

July 3	Thursday	Ad copy deadline
July 4	Friday	Holiday – Independence Day
July 9	Wednesday	Supplemental deadline, begin CX ESL returns proofs to Angela ABSE returns proofs to Angela
July 11	Friday	Deadline for building all noncredit classes (CE, BDC, APPR, ABSE, ESL, WFD, LFC)
July 14	Monday	Curriculum & Scheduling (Beverly) prepares course data to run Schedule 25 for noncredit classes
July 23	Wednesday	Banner extract of credit classes to Printing/Graphics (Trish) by 5 p.m.
July 24	Thursday	Noncredit classes (CE, BDC, APPR, ABSE, ESL, WFD, LFC) email courses to P/G by noon Supplemental CX
July 25	Friday	Supplemental CX Send email reminder re page proofs
July 29	Tuesday	Supplemental corrections Distance Learning deadline
July 31	Thursday	Editorial deadline Page proofs, 9 a.m.-noon, CEN/Room 407
August 1-6	Fri.-Wed.	CX Do index
August 6	Wednesday	Let printer know how many copies to deliver to campus
August 7	Thursday	FTP Aspire to printer Send corrected supplemental to Cottage Grove
August 11	Monday	Printer shows proof
August 14	Thursday	ICO to College Finance for postage

		Send administrative copies to departments
		Mail/deliver to those on community distribution list
August 19	Tuesday	To post office
		Aspire to Counseling and Enrollment Services
August 20	Wednesday	Noncredit schedule viewable to students
		Noncredit web registration begins
August 23	Saturday	In homes by this date
September 1	Monday	Holiday – Labor Day
September ??		Advance Registration payment deadline for credit students, midnight
September ??		Advance Registration for credit students closed
		Purge Advance Registrations for credit students with non-zero account balances, midnight
September 4	Friday	Registration begins
September 29	Monday	Fall term begins