

Example Fall 2019 Class Schedule Timeline Chart

Month	Sept/2018				Oct/2018				Nov/2018				Dec/2018				Jan/2019				Feb/2010				Mar/2019				Apr/2019				May/2019				June/2019									
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42				
Holidays											2H					6H	1H								1H	1H					5H												1H			
Fall Census for Full-Term Classes																																														
Copy Term, Cleanup, Produce Schedule - Spreadsheet, Class Notes, Directions, Printer Proof																																														
Deans Forward Schedule to DH's with Instructions																																														
DH Edit Classes & Schedule Room Priorities																																														
(Opt.) Deans & DH Review & Return Worksheets																																														
AS process Class Sched Spreadsheets (refresh)																																														
Deans & DH Review & Return Final Worksheets																																														
Winter Break/Intersession																																														
AS process Class Sched Spreadsheets																																														
Receive Spreadsheet after Deadline Date																																														
Dept Curriculum & State Mandates changes																																														
Review Schedule DH, Deans**																																														
AS Loads Term into 25Live																																														
AS Prepares Room Conflict Report																																														
Schools to Resolve Room Conflicts																																														
AS Process 1st Priority Room Changes																																														
Unused Classrooms Space Available to All Depts																																														
Review Printer Proof																																														
Processing SCF's from School for any Term																																														
Processing SCF's from School for Fall Term																																														
AS prepares Combine Report																																														
AS Prepares AB705 Links, SSIM, OER																																														
Deans & AAA review Combines																																														
AS process Combines																																														
Validates Classes & Curriculum Changes																																														
DH receives Instructor Workload Report																																														
Deans, DH review & return Instr Wkld changes																																														
AS Process Instructor Workload changes																																														
AS sets Dynamic Dates																																														
Validate Class Schedule																																														
Class Schedule Online - Students View																																														
Priority Registration																																														