

**Sample Development Calendar for the Schedule of Classes based on 16 Weeks**  
**Offices of Academic Services and Community Relations & Marketing**  
**Term: FALL**

Work Days	Date	Activity
<b>PREVIOUS YEAR</b>		
	10/12	Admissions and Records sets up term dates
	10/13	Fiscal Operations sets up adjustment calendars
1	10/14	Fiscal Operations copies materials fees from last term to new term in PeopleSoft
1	10/15	Academic Services validates material fees for new term against Course file in PeopleSoft
	10/19/11/20	Academic Services Builds the Fall Schedule of Classes. Validate Printers Proof, instructor load, etc...
2	11/23-11/25	Academic Services creates first run worksheets
1	12/1	Schools receive the first run of class schedule worksheets, printer proof and schedule production instructions.
15	12/1-12/18	School Deans submit corrected first run worksheets to Academic Services office on a flow basis, but no later than <b>Dec. 1st</b>
15	12/28-1/22	Academic Services keys in changes, notes and updates to the first run worksheets
<b>TERM YEAR</b>		
2	1/28,29	Academic Services creates second run worksheets and printer proof
13	2/1-2/19	School Deans and Department Heads receive second run worksheets to review and edit, Academic Services emails printer proof and index for proofing.
0	???	<b>Bookstore issues textbook request forms (without class section numbers)</b>
0	2/19	School Deans and Department Heads must meet to resolve load problems by this date.
0	2/19	School Deans submit corrected second run schedule worksheets and index list to Academic Services. Submit revisions on a flow basis but <b>NO LATER THAN Feb. 19th</b> Last day to make additions or changes to the printed schedule. <u>After this date</u> , changes must be made on schedule change forms.
15	Set by CR&M	CR&M sends out schedule copy pages to appropriate manager. Deadline of 15 working days back to CR&M. This date coincides with the due date of second run worksheets.
Same final days as above		School Deans and Department Heads must resolve workload problems by this date. (last day of cycle to update second run worksheets)
15	2/22-3/19	Academic Services keys in changes from second run worksheets to update PeopleSoft records and index.
7 days from original memo	Set by CR&M	CR&M sends out email reminder that updates to pages are due back with semester appropriate changes
2	3/22,23	<b>Final review of Printer Proof</b> by department heads & school personnel. Minor changes accepted only. No new classes or notes.
3	3/24-26	Academic Services keys in changes from printer proof.
1	3/26	Academic Services emails consultant copy of schedule.

2	<b>3/27,28</b>	Consultant creates and emails the PDF galleys. This is usually scheduled over a weekend.
1	<b>???</b>	CR&M emails instructions to consultant regarding ad space in the schedule (date is mid point between galleys and page proofs)
2	<b>3/29,30</b>	Department Heads <b>check Galleys</b> from consultant for final review (usually a Monday)
0	<b>???</b>	<b>Textbook requests are due in to the bookstore.</b>
3	<b>3/31-4/2</b>	Academic Services marks up paper copy of galleys to send to the consultant for corrections via overnight mail (usually a Friday)
2	<b>4/3,4</b>	Consultant creates and emails the final PDF page proofs. This is usually scheduled over a weekend.
3	<b>4/5-7</b>	AS receives the PDF <b>Final Page Proof</b> . Validate final corrections, prepares and email index.to CR&M.
0	<b>4/5</b>	Send C&R the final page number
0		Final Exam Schedule, Open-Entry classes, Locations and flexible start classes due to CR&M
0		Email final proof to Bookstore (book orders) and PCC (room assignments)
15	<b>5/13</b>	<b>Notify ACIT Webmaster and A&amp;R that the Fall Schedule of Classes needs to be prepared for posting in early May <a href="http://schedule.lbcc.edu">http:// schedule.lbcc.edu</a>. Academic Services provides schedule data in PDF format. A&amp;R Registrar to provide an updated admissions and registration page.</b>
5	<b>4/8-14</b>	CR&M does the final proofing and final assembly of package for printer
2	<b>4/15,16</b>	CR&M receives digital proofs from printer for final review.
Doesn't affect calendar	<b>Set by HR</b>	<b>All full time load sheets are due to Human Resources. Please submit them earlier if possible. Instructions will follow from HR as to when load sheets for adjunct faculty are due.</b>
10	<b>4/20-4/30</b>	Send final digital proofs back to the printer for printing.
	<b>4/30</b>	<b>Deadline for web-based Fall Schedule of Classes to be available for early registration (<a href="http://schedule.lbcc.edu">http://schedule.lbcc.edu</a>). Minimum two days prior to early registration.</b>
1	<b>5/3</b>	Printer delivers the <b>FALL</b> Schedule of classes to the warehouse for campus distribution
2	<b>5/3,4</b>	Schedules are delivered to bookstore and 7-Elevens
1	<b>5/5</b>	Schedules go on sale
1		Priority Registration

0 days means the same day as the prior activity.