# SAN DIEGO MESA COLLEGE

Revised 5/21/2020

## SCHEDULE DEVELOPMENT TIMELINE
### FALL 2020
### August 17 to December 14, 2020

| TIME FRAME: | ACTION: |
| --- | --- |
| 1.02/12/20 (W) | • Class Term Copy Report available to deans and secretaries |
| 2. 03/30/20 (M) To 04/10/20 (F) | • Schedulers input schools/department/faculty changes to the Class Term Copy Report in Campus Solutions (CS)<br>• Open lab if needed |
| 3. 04/17/20 (F) | • No longer a deadline! |
| 4. 05/01/20 (F) | • Deadline for CS input for ISCLASS review<br>• Majority of Fall CNs should be entered into CS. |
| 5.  05/04/20 (M) | • Schools receive ISCLASS report for first review by Deans/Chairs/faculty |
| 6. 05/15/2020 (F) | • CS Audit will be done |
| 7. 05/18/2020 (M) | • Schools receive CS Audit for review |
| 8. 05/22/2020 (F) | • CS Audit will be done |
| 9. 05/26/20 (T) | • Schools receive CS Audit for review<br>• Deadline to enter changes into CS for Fall printed class schedule<br>• Deadline for Fall CNs to be deleted<br>• Submit CTMs for all Fall changes into CS |
| 10. 05/27/20 (W) | • Schools receive ISCLASS report of Fall printed schedule |
| 11. 05/29/20 (F) | • Printed schedule turned over to PIO |
| 12. 06/01/20 (M) | • End of day deadline for CTM changes to be placed into printed schedule. |
|  |  |

Additional Dates
 May 29 – Printed schedule sent to PIO
 June 3 – Printed schedule sent to District for publication
 June 8 – Fall 2020 class schedule is available online.
 June 20-22 – Fall 2020 class schedule publications are delivered to campus.