

SAN DIEGO MESA COLLEGE
SCHEDULE DEVELOPMENT TIMELINE
SUMMER 2020
June 3 to August 11, 2020

TIME FRAME:	ACTION:
1. 11/27/19 (W)	• Roll Forward available to deans and secretaries
2. 12/03/19 (T) to 12/10/19 (T)	• Deans review FTEF allocations and schedule development timeline with chairs
3. 12/11/19 (W) to 2/12/20 (W)	• Schools work with secretaries to input schedule into Campus Solutions(CS)
4. 02/13/20 (Th)	• Last day for input into Campus Solutions(CS) for first Draft of printed schedule
5. 02/18/20 (T) to 02/28/20 (F)	• Schools review electronic printed schedule draft and provide secretaries with changes • Secretaries input changes into Campus Solutions(CS)
6. 2/28/20 (F)	• Last day for printed schedule input into Campus Solutions(CS) - Tape-cut
7. 03/03/20 (T) to 03/05/20 (Th)	• Schools review electronic tape-cut printed schedule • Schools enter changes into CS • Schools submit to VPI Office electronic CTMs for changes made by end of day 03/05/2020
8. 03/06/20 (F)	• VPI Office inputs electronic CTM changes into master WORD printed schedule file

Additional Dates

March 9 – Master WORD file handed off to college Public Information Office.

April 20 – Summer 2020 class schedule is available online.

April 24 – Summer 2020 class schedule publications are delivered to campus.