

District Schedule Development Timeline (2235)

Summer 2023

June 5 – August 12, 2023

Main 8 Week Session

June 20 – August 12, 2023

**Revised
11/17/2022**

Area/Audience	Description	Date
Schedulers	Prior Term Copy of Class Schedule	Oct. 10, 2022
Schedulers/Reviewers	CS Schedule Proofs (available on Tuesdays & Thursdays) begins	Feb. 8, 2023
Schedulers	Deadline to enter updated class notes	Mar. 30, 2023
Schedulers	Deadline for inputting schedule into CS	Apr. 7, 2022
District	Recommended class notes to Schedulers	Apr. 7, 2023
Schedulers	Input of Faculty TAOs	Apr. 7, 2022
Schedulers/Faculty	Faculty TAO Release Date	Apr. 10, 2023
Schedulers	Begin submitting CTMs TO VPI Office	Apr. 17, 2023
All	Class Schedule Posted Online	Apr. 17, 2023
Schedulers/Faculty	Permission Numbers Visible in Faculty Portal	Jun. 3, 2023
All	Opening Day for Summer	June 5, 2023
All	Opening Day for 8 Week Session	June 20, 2023

HOLIDAY: Monday - June 19, 2023

Support for Schedulers

Scheduling Job Aids:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/316997637/Credit+UGRD+Schedule+Build+Job+Aids>

Scheduling Handouts:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/324403496/Handouts>