

Class Schedule Production Timeline - Fall 2021

Last Updated: 4/29/21

Date	Responsibility	Activity
February 2021		
1/24 Fri	Curriculum Analyst	Deliver Short-Term Calendar to Student Services
2/5 Fri	Curriculum Analyst	Roll Fall 2020 to fall 2021
2/8 Mon	Student Systems Support Technician	Update Crosswalk X_ISCLASS_AE with any changes to session codes
2/12 Fri	Holiday	Lincoln's Birthday
2/15 Mon	Holiday	Washington's Birthday
March 2021		
3/25 Thu	District Graphic Artist	Select photos for cover
3/25 Thu	Director, Communications and Public Relations	Initiate review of Chancellor's Welcome Message and provide updates to Multimedia Specialist
3/25 Thu	Student Services Support Technician	Initiate modifications to inside front cover to District Graphic Artist
3/25 Thu	Dean, Career Education & Workforce Development	Report any changes to Corporate Council logos to District Graphic Artist
3/26 Fri	Multimedia Specialist	Email highlighted changes in PDF (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedules) to Student Systems Support Technician
3/26 Fri	IT Production Control	Run ISCLASS in CS
3/29 Mon	Systems Support Analyst	Email ISCLASS files to Schedule Preparers and Bookstore Supervisor
3/29/2021- Mon-Fri 4/2/2021	Spring Break	
April 2021		
4/1 Thu	Honors Coordinators	Deliver changes to District Honors page to Multimedia Specialist
4/1 Thu	Dean, Online Instruction and Distributed Learning	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist
4/2 Fri	Holiday	Cesar Chavez Day
4/5 Mon	Publications Editor & Supervisor	Email Sun Distributing list to PIOs for review and update
4/9 Fri	Public Information Officers	Return review Sun Distributing list to Publications Editor & Supervisor
4/12 Mon	Multimedia Specialist	Review Chancellor's welcome message
4/30 Fri	Schedule Preparers	Input Deadline Final changes to class schedule in CS prior to download - No changes after 5:00 PM
4/30 Fri	IT Tech Services	Execute ISCLASS run control in CS
4/30 Fri	Continuing Education Graphic Artist	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
4/30 Fri	Multimedia Specialist	Compile common pages and Honors ads (in InDesign format) to Systems Support Analyst--if needed for paging

Date	Responsibility	Activity
4/30 Fri	District Graphic Artist	Present draft of updated cover to Director
May 2021		
5/24 Mon	Systems Support Analyst	Email ISCLASS course listings to Schedule Preparers
5/24 Mon	Multimedia Specialist	Email Military base listings, and Evening and Online course listings to Schedule Preparers for review
5/24 Mon	Bookstore Supervisor	Receives Nebraska books interface file
5/24 Mon	Schedule Preparers	Print and distribute course listings. Coordinate review of content with department chairs and campus deans. Update content changes/corrections. Report errors regarding titles to Instructional Services
5/24 Mon	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Catherine Shafer; Mesa-Arlis Svedberg; Miramar-Joan Mize)
5/24 Mon	Multimedia Specialist	Email PDF proofs for review/edits
5/24 Mon	Student Systems Support Technician	Reviews draft of narrative and academic calendar (first review)
5/28 Fri	Schedule Preparers	Input final corrections to class schedule in CS prior to final download. No changes after 5:00 PM. This is the final input deadline CS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule ¹
5/28 Fri	Multimedia Specialist	Email updated Military base page to Schedule Preparers and Director, Off-Campus Programs
5/28 Fri	Student Systems Support Technician	First review changes due back to Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
5/28 Fri	Schedule Preparers	Final formatting of course listings in MS Word
5/28 Fri	IT Tech Services	Final run of Fall 2020 ISCLASS class schedule
5/31 Mon	Holiday	Memorial Day
June 2021		
6/1 Tues	Systems Support Analyst	Email ISCLASS course listings to Schedule Preparers and Bookstore Supervisor
6/2 Wed	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
6/9 Wed	Schedule Preparers, Direct of Off-Campus Programs	Email corrections to Military base page to Multimedia Specialist
6/9 Wed	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
6/9 Wed	Student Systems Support Technician	Provide public access to CS online class schedule through the district portal
6/10 Thu	District Graphic Artist	Deliver final cover art to Systems Support Analyst
6/10 Thu	Multimedia Specialist	Integrate changes to online listings from all three colleges into InDesign
6/10 Thu	Information Officers	Import course listings into InDesign and format
6/15 Tues	Curriculum Analyst	Determine prerequisites changes

Date	Responsibility	Activity
6/16 Wed	Multimedia Specialist	Deliver online course listings proof to Systems Support Analyst
6/16 Wed	Vice Presidents of Student Services	Email campus quantities needed to Systems Support Analyst
6/16 Wed	Systems Support Analyst	Upload final cover art to commercial printers
6/17 Thu	Information Officers	Deliver proofs to Schedule Preparers/VP Instruction- first review
6/17 Thu	Multimedia Specialist	Email online course listings PDF to Schedule Preparers for review
6/18 Fri	Systems Support Analyst	Execute run control in CS, provide updated section comments to Dean, Curriculum Services and Curriculum Technician
6/21 Mon	Publications Editor & Supervisor	Email updated delivery list to Sun Distributing
6/22 Tues	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Multimedia Specialist
6/22 Tues	Curriculum Analyst	Review course descriptions in online class schedule and make corrections where necessary
6/23 Wed	Information Officers / VP's Instruction	Deliver campus page proofs in hard copy and InDesign digital file to Multimedia Specialist in the AM
6/23 Wed	Advantage, Inc.	Deliver cover digital blueline to Systems Support Analyst
6/23 Wed	Student Services	Priority Registration
6/25 Fri	Multimedia Specialist	Notify campus Information Officers and Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms
6/25 Fri	Student Systems Support Technician / Information Officers / Multimedia Specialist	Proof combo page proofs in Instructional Services-check calendars, narrative, and legal information specifically. Distribute, complete, and retain SDCCD sign-off forms. Update In Design files with help from System Support Analyst (Final Proof--All changes must be made by 5:00 pm)
6/25 Fri	Dean, Curriculum Services	Email corrected comments to Schedule Preparers to update CS
6/24 Thur	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
6/25 Fri	Advantage, Inc.	Pick up combo page proofs, digital files, from Instructional Services in the PM ²
6/29 Tues	Advantage, Inc.	Deliver combo schedule digital bluelines and cover color key to Instructional Services ²
6/29 Tues	Multimedia Specialist	Notify campus Information Officers and Student Services' staff. Final proofing. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms
6/29 Tues	Multimedia Specialist	Send PDF of class schedule, academic calendar, and 5 Steps to registration to Student Systems Support Technician
6/30 Wed	Advantage, Inc.	Pick up reviewed bluelines from Instructional Services
7/7 Wed	Advantage, Inc.	Deliver combo schedules to District sites and Post Office, and combo schedules to Student Services ²

Student Services, District Office

Student Systems Support Technician

Danya Sanchez

Instructional Services Division, District Office

Dean, Online Instruction & Learning
Dean, Curriculum Services
Dean, Career Educaton & Workforce Development
Systems Support Analyst
Multimedia Specialist
Curriculum Analyst
Curriculum Technician

Antonio Alarcón (Acting Dean)
Shelly Hess
Amertah Perman
Jeff Mills
Eric Nunes
Erica Marrone
Trila Gil

Communications and Public Relations, District Office

District Graphic Artist
Publications Editor & Supervisor

Claudia Azcona-Mercado
Leslie Hackett

District Sites (Colleges and CE Campuses)

IT Production Control

District/Miramar

Information Officers (PIOs)

Cesar Gumapas (City)
Jennifer Kearns (Mesa)
Stephen Quis (Miramar)
Ranessa Ashton (Continuing Education)

Graphic Artists

Kim La Rue (City)
Hai Duong (Mesa)
Joan Mize (Miramar)
Luisa Davila (Continuing Education)

Schedule Preparers

Kamini Bhakta (City)
Arlis Svedberg (Mesa)
Jennifer Ock and Melanie Cordero (Miramar)

Off-site Printers

Advantage, Inc.

Chris Baker, Mary Lytch

Honors Coordinators

Veronica Derace and Ian Duckles
2-Year Assignment (2019-20 is year 2)