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Bookstore Supervisor			Holiday	
	6/1	Tues	Systems Support Analyst	Bookstore Supervisor
6/2 WedSchedule PreparersDeliver MS Word formatted course listings to PIOs (1st proof)	6/2	Wed	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)

6/9	Wed	Schedule Preparers, Direct of Off-	Email corrections to Military base page to Multimedia Specialist
		Campus Programs	· · · · · · · · · · · · · · · · · · ·
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
	Tues	Curriculum Analyst	Determine prerequisites changes
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		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
	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		Student Services	Priority Registration
	Thur	Mail Room Clerk	Prepare Postal Form for mailing combo schedules
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 ProofAll changes must be made by 5:00 pm)
6/25	Fri	Dean, Curriculum Services	Email corrected comments to Schedule Preparers to update CS
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
	Wed	Advantage, Inc.	Deliver combo schedules to District sites and Post Office, and combo schedules to Student Services ²
3/29/2021- 4/2/2021		Spring Break	

Student Services, District Office Student Systems Support Technician

Danya Sanchez

Instructional Services Division, District Office

Dean, Online Instruction & Learning Dean, Curriculum Services

Antonio Alarcón (Acting Dean) Shelly Hess

	Dean, Career Educaton & Workforce Development Systems Support Analyst Multimedia Specialist Curriculum Analyst Curriculum Technician	Amertah Perman Jeff Mills Eric Nunes Erica Marrone Trila Gil
Communi	cations and Public Relations, District Office	
	District Graphic Artist Publications Editor & Supervisor	Claudia Azcona-Mercado Leslie Hackett
District Si	tes (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) Alison Mona and Arlis Svedberg (Mesa) Jennifer Ock and Melanie Cordero (Miramar)
Off-site Pi	r inters Advantage, Inc.	Chris Baker, Mary Lytch
Honors Co	oordinators	Veronica Derace and Ian Duckles 2-Year Assignment (2019-20 is year 2)