Date		Responsibility	Activity
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
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	Report any changes to Corporate Council logos to District
3/26	Fri	Multimedia Specialist	Email highlighted changes in PDF (final narrative, academic
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
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
4/30	Fri	District Graphic Artist	Present draft of updated cover to Director
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[i]
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
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
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**
6/24	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 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
6/25	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]
3/29/2021-4/2/2021	**Mon-Fri**	**Spring Break**	

Student Services, District Office
      Student Systems Support Technician   **Danya Sanchez**

Instructional Services Division, District Office
      Dean, Online Instruction & Learning   **Antonio Alarcón (Acting Dean)**
      Dean, Curriculum Services   **Shelly Hess**

Dean, Career Educaton & Workforce Development	**Amertah Perman**
Systems Support Analyst	**Jeff Mills**
Multimedia Specialist	**Eric Nunes**
Curriculum Analyst	**Erica Marrone**
Curriculum Technician	**Trila Gil**

Communications and Public Relations, District Office

| District Graphic Artist | **Claudia Azcona-Mercado** |
| Publications Editor & Supervisor | **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)**
	Alison Mona and 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) |