Date	Responsibility	Activity
12/2 Thu	**Advantage, Inc.**	**Deliver combo schedules to District sites and Post Office, and minimum of 600 combo schedules to Student Services** [2]
11/19 Fri	**Commercial Printer (Advantage, Inc.)**	Printer converts page proofs to bluelines and emails them to Systems Support Analyst
9/10 Fri	**Continuing Education Graphic Artist**	Deliver Continuing Education pages (in pdf format) to Multimedia Specialist
9/10 Fri	**Dean, Online Instruction and Distributed Learning**	Deliver changes to online learning common page (page prior to course listings) to Multimedia Specialist
8/16 Mon	**Dean, Workforce Development**	Report any changes to Corporate Council logos to District Graphic Designer (Claudia)
8/11 Wed	**Director, Communications and Public Relations**	Review Chancellor's Welcome Message and provide updates to Multimedia Specialist
8/11 Wed	**District Graphic Artist**	Select photos for cover
9/15 Wed	**District Graphic Artist**	Present draft of updated cover to Director
10/21 Thu	**District Graphic Artist**	**Final** cover art due. Beresford/Chancellor signoff
10/4 Mon	**Eric Nunes, Multimedia Specialist**	Email Military Ed listings <u>and</u> Online course listings to Schedule Preparers for review
10/8 Fri	**Eric Nunes, Multimedia Specialist**	Notify Student Services' staff page proofs are available. Distribute, complete, and retain SDCCD class schedule proofing sign-off forms.
10/18 Mon	**Eric Nunes, Multimedia Specialist**	Email updated Military Ed page to Schedule Preparers and Director, Off-Campus Programs (Catherine Shafer).
6/18 Fri	**Erica Marrone, Curriculum Analyst**	ISIS Roll Forward Spring 2021 to Spring 2022
9/6 Mon	**Holiday - Labor Day**	
11/25 Thu	**Holiday - Thanks Giving**	
11/11 Thu	**Holiday - Veterans Day**	
9/10 Fri	**Honors Coordinators – Veronica Derace & Ian Duckles.**	Deliver changes to District Honors page to Multimedia Specialist
10/26 Tue	**Information Officers**	Return MS Word formatted course listings to Schedule Preparers (1st proof)
11/1 Mon	**Information Officers**	Deliver proofs to Schedule Preparers/VP Instruction-**final review**
11/9 Tue	**Information Officers / VP's Instruction**	Deliver campus pages in hard copy and InDesign digital file to Jeff Mills, Systems Support Analyst in the AM
10/4 Mon	**Jeff Mills, Systems Support Analyst**	Run ISCLASS run control in CS and email Schedule Preparers the listings
10/18 Mon	**Jeff Mills, Systems Support Analyst**	**Email course listings to Schedule Preparers, Distance Ed Coordinators, and Bookstore Supervisor**
10/29 Fri	**Jeff Mills, Systems Support Analyst**	Download ISCLASS section comments for review. Send to Dean, Curriculum
11/2 Tue	**Jeff Mills, Systems Support Analyst**	Send section comments to Dean, Instructional Services and Curriculum Technician
11/18 Thu	**Jeff Mills, Systems Support Analyst**	Upload page proofs to printers. Printer build plates and creates bluelines.
11/24 Wed	**Jeff Mills, Systems Support Analyst**	Upload combo blueliness, cover art, to Advantage, Inc.
2/4 Fri	**Jeff Mills, Systems Support Analyst**	Contact Warehouse to recycle remaining schedules
11/10 Wed	**Mail Room Clerk**	Prepare Postal Form for mailing combo schedules
9/15 Wed	**Multimedia Specialist**	Compile common pages and International Ed/Honors ads (in InDesign format) in case needed for schedule pagination
10/21 Thu	**Multimedia Specialist**	Integrate changes to online listings from all three colleges into InDesign
10/28 Thu	**Multimedia Specialist**	Email online course listings PDF to Schedule Preparers for review
11/9 Tue	**Multimedia Specialist**	Compiles sections of the combo and repaginates
11/15 Mon	**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.
9/10 Fri	**Public Information Officers**	Return review Sun Distributing list to Publications Editor & Supervisor
9/10 Fri	**Publications Editor & Supervisor**	Email Sun Distributing list to PIOs for review and update
8/23 Fri	**Schedule Preparers**	END data entry for Spring class sections in ISIS; all changes, updates, or additions to Spring 2020 schedule will be in Campus Solutions by the CS Schedule team 8/28/2018.
8/28 Wed	**Schedule Preparers**	Schedulers start entering Spring 2020 class schedule data in Campus Solutions as a group
10/1 Fri	**Schedule Preparers**	**Input last changes to class schedule in CS prior to download. No changes after 5:00 PM**
10/4 Mon	**Schedule Preparers**	Print and distribute course listings. Coordinate review of CS content with department chairs and campus deans. Update content changes/corrections in CS. Report errors regarding title and short course descriptions to Instructional Services
10/15 Fri	**Schedule Preparers**	Input <u>final</u> corrections to class schedule prior to final download. No changes after 5:00 PM. This is the final input deadline for CS data to be included in printed schedule. Any changes after 5pm will be reflected in online schedule, but not printed schedule1

Date	Responsibility	Activity
10/18 Mon	Schedule Preparers	FINAL download for the printed Class Schedule from Campus Solutions
10/18 Mon	Schedule Preparers	Begin final formatting of course listings in MS Word
10/18 Mon	Schedule Preparers	Colleges review class listings and make corrections in Campus Solutions
10/25 Mon	Schedule Preparers	Deliver MS Word formatted course listings to PIOs (1st proof)
10/25 Mon	Schedule Preparers	Add comments to online course listings file, make corrections/changes, and email file to Multimedia Specialist
11/2 Tue	Schedule Preparers	Return corrected page proofs to PIOs in AM, return online listings PDF with any changes to Multimedia Specialist
10/25 Mon	Schedule Preparers, Director of Off-Campus Programs	Email corrections to Military Ed page to Multimedia Specialist
11/24 Wed	Shelly Hess, Dean, Curriculum Services	Send section comments corrections to Schedule Preparers to update CS
12/6 Mon	**Student Services**	**Open Registration Starts**
8/10 Tue	Student Systems Analyst	Update Crosswalk Table X_ISCLASS_AE in CS Production environment
8/11 Wed	Student Systems Analyst	Deliver cover changes to District Graphic Artist
8/20 Fri	Student Systems Support Technician	Deliver highlighted changes in MS Word (final narrative, academic calendars/common pages, fee information, policy statements, etc. for Combo class schedules) to Multimedia Specialist
10/14 Thu	Student Systems Support Technician	First review changes due back to IS Multimedia Specialist (additional changes after this date may be made with SDCCD class schedule proofing sign-off form)
10/18 Mon	**Student Systems Support Technician**	**Post class schedule to the web. CS Online Class Schedule available to the public.**
11/15 Mon	Student Systems Support Technician/Information Officers/Multimedia Specialist	Proof combo digital 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)
11/22 Mon	Student Systems Support Technician/Information Officers/Multimedia Specialist	Sys Support Analyst and Multimedia specialist provide reviewers with bluelines for final proofing.
10/4 Mon	**Susan Topham, Vice Chancellor, Educational Services**	**Drop dead date to cancel printed schedule production**
8/30 Mon	Systems Support Analyst	Send ISCLASS listings to Schedule Preparers
8/24 Fri	Systems Support Analyst and Schedule Preparers	Run Schedule Report from ISIS
10/11 Mon	TBD by each College	Deliver Changes to Off-Campus locations to Multimedia Specialist (City-Jeanie Tyler; Mesa-Arlis Svedberg; Miramar-Melanie Cordero)
11/10 Wed	Vice Presidents of Student Services	Email campus quantities needed to Jeff Mills, Systems Support Analyst.

Educational Services Division, District Office

Vice Chancellor, Educational Services	**Susan Topham**
Acting Dean, Educational Support Services	**Krystal Henderson**
Dean, Online Instruction & Learning	**Brian Weston**
Dean, Career Educaton & Workforce Development	**Amertah Perman**
Dean, Instructional Services	**Shelly Hess**
Systems Support Analyst, Educational Support Ser	**Jeff Mills**
Student Systems Support Technician, Student Serv	**Danya Sanchez**
Multimedia Specialist, Instructional Services	**Eric Nunes**
Curriculum Analyst, Instructional Services	**Erica Marrone**
Curriculum Technician, Instructional Services	**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)**
	Arlis Svedberg (Mesa)
	Jennifer Ock and Melanie Cordero (Miramar)

Honors Coordinators

District	Carmen Jay and Kirk Webley (Miramar)
City	Kelly Mayhew and Hector Martinez
Mesa	Ranmali Rodrigo and Rosiangela Escamilla

Off-site Printers

Advantage, Inc.	**Chris Baker, Mary Lytch**

[1]Production staff (i.e. district and non-district personnel involved in producing class schedules) will not be held accountable for meeting production timelines for information or alterations to the schedule, which are submitted after 5:00 PM on this date.

[2]We attempt to arrange schedule delivery by 10:00 AM and pick up by 2:00 PM; however this is subject to change depending on conditions at the time. Please contact Educational Services for more information.