San Diego Mesa College
Office of Instructional Services and Economic Development
Timeline for Summer 2003 Schedule Development

Summer 2003 Sessions June 16-July 19 (5 weeks), June 23-August 16(8 weeks), July 2-August 23 (5 weeks)				
Time Frame:	**ACTION:**	**CHAIRS**	**DEANS**	**V.P. STAFF**
1. 10/23/02	Roll forwards available to Deans for distribution. Excel room charts electronically distributed to Deans.	X	X	X
2. 10/23/02-10/28/02	Deans to review schedule timeline and FTEF allocation with chairs. Chairs begin schedule and room chart development.	X	X	
3. 10/28/02-12/02/02	Department chairs develop and complete schedule; then submit to school deans for review. Secretaries begin input of schedule after deans have reviewed data. Continued development and completion of Excel electronic room charts	X	X	
4. 12/02/02-01/31/03	School deans continue to review final schedule submissions and secretaries continue to input data to ISIS. All room changes must be inputted into Excel room charts.	X	X	
5. **01/31/03**	**LAST DAY FOR DEANS' SECRETARIES TO DO INPUT**	X	X	
6. 02/03/03	Assume schedule and completed Excel room charts in Office of Instruction in AM.			X
7. 02/03/03-02/07/03	Rooms reviewed for conflict.			X
8. 02/10/03	Change to master schedule involving rooms submitted and processed.	X	X	X
9. *02/28/03	No print codes in place. Return code to print upon notification.		X	
10. *03/07/03	Tape cut at 4:00 p.m. (First Download)	X	X	X
11. *03/13/03	Review of galley (Second Download) for input of final corrections to class schedule. Any changes after 4:00p.m. will be in the online schedule but not the printed schedule.		X	X

* Tentative Dates – Dates are determined by District Instructional Services.

Original: 9/18/02
Revised: 10/02/02
Revised: 1/22/03