Class Scheduling
Department Chairs Schedule Building Calendar
Spring 2020, Summer & Fall 2020, and Spring 2021

Phoenix College>Employees>Instructional Support Services>Resources

Due Date *(Subject to Change)*	Day	Month & Activity
August 2019		
8/1-8/31		**Summer and Fall 2019** Schedule Maintenance continues through December 2019. **Spring 2020** Schedule Building continues through September 6, 2019
8/7	Wednesday	Deadline to submit to ISS completed Course Fee Applications to be GB approved in September and effective **Spring 2020**
September 2019		
9/3	Tuesday	Deadline for submitting MCCD_SR_3530 Proofing Department Class Schedule 2nd Report **Spring 2020** revisions to Instructional Support Services' Office, F220.
9/3-9/6 (1 wk)		Changes made in SIS by Schedule Builder to **Spring 2020**. Quality Control by Schedule Builder to **Spring 2020.**
9/16	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule report End of **Spring 2020** Schedule Building phase. Beginning of **Spring 2020** Schedule Maintenance phase. - Edit and submit COMs for new and existing **Spring 2020** Class Schedule.
October 2019		
10/7	Monday	Beginning of **Summer and Fall 2020** Schedule Building phase. ISS requests PTC (aka Rollover)
10/28	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule 1st Report and supporting reports, if applicable, (i.e., PCC_0060, Non Credit, etc.) **Summer and Fall 2020**.
10/28-11/22 (4 wks)		Review MCCD_SR_3530 Proofing Department Class Schedule 1st Report **Summer and Fall 2020** and submit revisions to Instructional Support Services' Office, F220. *Please carefully review the following fields which most frequently are overlooked –* • Course & Class Notes • Dates/Days/Times – verify start/end dates, **day** matches **date**, class meets for required seat time • Class Fees – verify Governing Board approved amount and Fee Item Type • Room Assignments – verify same classroom is not assigned twice and/or confirm *shared spaces* • Enrollment Caps – verify cap does not exceed room capacity • Faculty Assignments – verify load, New Instructor has completed new hire process • Grading Basis, if applicable • Last Date to Enroll, if applicable • Open Education Resources (OER, 0060 class note #), if applicable • Combined Sections – verify Major and Minors, confirm combined capacity aligns with class caps • Class Associations, if applicable – verify LECs and LABs are associated correctly. • Schedule Print Designation – verify if *class is not to appear*, *default* = available to general public • Multiple Start Dates (speak with your Dean) – exceptions must be made by appropriate Dean o Review multiple start dates and align with Flex Start Schedule • Special Cohorts – Identify class note # and/or Free Format (FF) Description: i.e., ACE (0034), Hoop of Learning (0115), Learning Communities (0033 & FF), PC Prep Academy (0136)

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November 2019		
11/22	Friday	Deadline for submitting MCCD_SR_3530 Proofing Department Class Schedule 1st Report **Summer and Fall 2020** revisions to Instructional Support Services' Office, F220.
11/25-12/6 (1.5 wks)		Changes made in SIS by Schedule Builder to **Summer and Fall 2020**.
December 2019		
12/5	Thursday	Deadline to submit to ISS completed Course Fee Applications to be GB approved in February and effective **AY 2020-2021**.
12/9	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule 2nd Report **Summer and Fall 2020**.
12/9-1/17 (3 wks)		Review MCCD_SR_3530 Proofing Department Class Schedule 2nd Report and supporting reports, if applicable, (i.e., PCC_0060, Non Credit, etc.) **Summer and Fall 2020** and submit revisions to Instructional Support Services' Office, F220.

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January 2020		
1/1-5/31		**Spring 2020** Schedule Maintenance continued through May 2020.
1/17	Friday	Deadline for submitting MCCD_SR_3530 Proofing Department Class Schedule 2nd Report **Summer and Fall 2020** revisions to Instructional Support Services' Office, F220.
1/21-1/24 (1 wk)		Changes made in SIS by Schedule Builder to **Summer and Fall 2020**.
1/27-1/31 (1 wk)		Quality Control by Schedule Builder to **Summer and Fall 2020**.
February 2020		
2/3	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule report End of **Summer and Fall 2020** Schedule Building phase. Beginning of **Summer and Fall 2020** Schedule Maintenance phase. - Edit and submit COMs for new and existing **Summer and Fall 2020** Class Schedule
2/10	Monday	Beginning of **Spring 2021** Schedule Building phase. ISS requests PTC (aka Rollover)
2/18	Tuesday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule 1st Report and supporting reports, if applicable, (i.e., PCC_0060, Non Credit, etc.) **Spring 2021**.
2/18-3/6 (3 wks)		Review MCCD_SR_3530 Proofing Department Class Schedule 1st Report **Spring 2021** and submit revisions to Instructional Support Services' Office, F220. *Please carefully review the following fields which most frequently are overlooked –* • Course & Class Notes • Dates/Days/Times – verify start/end dates, **day** matches **date**, class meets for required seat time • Class Fees – verify Governing Board approved amount and Fee Item Type • Room Assignments – verify same classroom is not assigned twice and/or confirm *shared spaces* • Enrollment Caps – verify cap does not exceed room capacity • Faculty Assignments – verify load, New Instructor has completed new hire process • Grading Basis, if applicable • Last Date to Enroll, if applicable • Open Education Resources (OER, 0060 class note #), if applicable • Combined Sections – verify Major and Minors, confirm combined capacity aligns with class caps • Class Associations, if applicable – verify LECs and LABs are associated correctly. • Schedule Print Designation – verify if *class is not to appear*, *default* = available to general public • Multiple Start Dates (speak with your Dean) – exceptions must be made by appropriate Dean o Review multiple start dates and align with Flex Start Schedule • Special Cohorts – Identify class note # and/or Free Format (FF) Description: i.e., ACE (0034), Hoop of Learning (0115), Learning Communities (0033 & FF), PC Prep Academy (0136)

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March 2020		
3/6	Friday	Deadline for submitting MCCD_SR_3530 Proofing Department Class Schedule 1st Report **Spring 2021** revisions to Instructional Support Services' Office, F220.
3/9-3/20 (1.5 wks)		Changes made in SIS by Schedule Builder to **Spring 2021**.
3/23	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule 2nd Report and supporting reports, if applicable, (i.e., PCC_0060, Non Credit, etc.) **Spring 2021**.
3/23-4/10 (3 wks)		Review MCCD_SR_3530 Proofing Department Class Schedule 2nd Report **Spring 2021** and submit revisions to Instructional Support Services' Office, F220.
4/10	Friday	Deadline for submitting MCCD_SR_3530 Proofing Department Class Schedule 2nd Report **Spring 2021** revisions to Instructional Support Services' Office, F220.
April 2020		
4/13-4/17 (1 wk)		Changes made in SIS by Schedule Builder to **Spring 2021**.
4/20-4/24 (1 wk)		Quality Control by Schedule Builder to **Spring 2021**.
May 2020		
5/4	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule report End of **Spring 2021** Schedule Building phase. Beginning of **Spring 2021** Schedule Maintenance phase. - Edit and submit COMs for new and existing **Spring 2021** Class Schedule