


Class Scheduling
Scheduling Phases: Summer & Fall 2020 through Spring 2021
 (Dates subject to change)

Term	Schedule Building Phase	Quality Control Phase	Schedule Maintenance Phase
Summer & Fall 2020	Complete	Jan. 21 – Jan. 31, 2020 	Feb. 3, 2020 – Dec. 31, 2020 <ul style="list-style-type: none"> • Find A Class opens Feb. 18, 2020 • Priority Registration begins Mar. 2, 2020 • Open Registration begins Mar. 16, 2020
Spring 2021	March 2 – Aug. 28, 2020	Aug. 31 – Sept. 4, 2020	Sept 8, 2020 – May 31, 2021 <ul style="list-style-type: none"> • Find A Class opens Sept. 21, 2020 • Priority Registration begins Oct. 5, 2020 • Open Registration begins Oct. 12, 2020

 Terms currently built or undergoing quality control or in maintained status

Class Scheduling is comprised of three phases:

1. **Building**—begins approximately 1 week after Spring/Fall 45th Day and aligns with the submission of prior term copy (PTC) request to help desk. Revisions to existing classes or addition of new classes are indicated by the Department Chair/Program Director on BOExi Report *MCCD_SR_3530 Proofing Department Class Schedule* and submitted to Class Scheduling no later than established deadlines.

NOTE

Electronic Change of Master (eCOM) is not used to communicate new classes or changes to existing classes during *building* phase.

2. **Quality Control**—begins immediately following building phase (approximately three to four weeks prior to Find A Class opening). Data cleansing; ideally, Class Scheduling receives minimal number of requests communicating new classes or changes to existing classes to allow for *all* classes to be included in final check for accuracy.
3. **Maintenance**—begins immediately following conclusion of quality control phase (approximately two weeks before Priority Registration) and upon distribution of final report to instructional departments. eCOM is used to communicate new classes or changes to existing classes.

For assistance with Class Scheduling requests, please contact Mary x57465, Jennifer x57804, or Irene x57887.