

Class Scheduling
Department Chairs Schedule Building Calendar
Fall 2023, Spring 2024, Summer & Fall 2024, and Spring 2025

Phoenix College>Employees>Instructional Support Services>Resources

Due Date (Subject to Change)	Day	Month & Activity
August 2023		
8/1-12/31		Fall 2023 Schedule Maintenance continues through December 2023
8/7-8/8		Distribution of Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report.
8/7-9/1		Spring 2024 Schedule Building continues through September 1, 2023
8/17	Thursday	Deadline to submit completed Course Fee Applications to Admin to be GB approved in September and effective Spring 2024 .
September 2023		
9/1	Friday	Deadline for submitting Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule Report revisions to Instructional Support Services' Office, F220. End of Spring 2024 Schedule Building phase.
9/5-9/8		Changes made in SIS by Schedule Builder to Spring 2024 . Quality Control by Schedule Builder to Spring 2024 .
9/11	Tuesday	Beginning of Spring 2024 Schedule Maintenance phase. - Edit and submit eCOMs for new and existing Spring 2024 classes.
9/18	Monday	Find A Class opens for Spring 2024 Schedule of Classes
October 2023		
10/2	Monday	Priority Registration begins for Spring 2024 .
10/9	Monday	Open Registration begins for Spring 2024 . Beginning of Summer and Fall 2024 Schedule Building phase. ISS requests PTC (aka Rollover).
10/9-10/20		Quality checks of Summer and Fall 2024 schedule before distribution to departments.
10/23	Monday	Distribution of Summer and Fall 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report.
10/23-11/22		Departments review Summer and Fall 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report and submit revisions to Instructional Support Services' Office, F220. <i>Please carefully review the following fields which most frequently are overlooked –</i> <ul style="list-style-type: none"> • Course & Class Notes –notes are correct/still needed, correct dates for current year • 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 <i>shared spaces</i> • Enrollment Caps – verify cap does not exceed room capacity • Grading Basis, if applicable • Open Educational Resources (OER note #0069), Low Textbook Cost (note #0060), or Zero Textbook Cost (note #0074), 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 <i>class is not to appear</i>, <i>default</i> = available to general public • Multiple Start Dates (speak with your Dean) – exceptions must be made by appropriate Dean <ul style="list-style-type: none"> ○ 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), Dual Enrollment (0010), Honors (0102), Learning Communities (0033 & FF), PC Prep Academy (0136)

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November 2023		
11/22	Wednesday	Deadline for submitting Summer and Fall 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report revisions to Instructional Support Services' Office, F220.
11/22	Wednesday	Deadline to submit completed Course Fee Applications to ISS to be GB approved in February and effective Fall AY 2024-2025 .
11/27-12/8		Changes made in SIS by Schedule Builder to Summer and Fall 2024 .
December 2023		
12/11	Monday	Distribution of Summer and Fall 2024 MCCD_SR_3530 Proofing Department Class Schedule 2 nd Report (will be sent after 1 st report changes are entered in SIS by Schedule Builder).
January 2024		
1/1-5/31		Spring 2024 Schedule Maintenance continued through May 2024.
1/26	Friday	Deadline for submitting Summer and Fall 2024 MCCD_SR_3530 Proofing Department Class Schedule Report revisions to Instructional Support Services' Office, F220. End of Summer and Fall 2024 Schedule Building phase.
1/29-2/2		Changes made in SIS by Schedule Builder to Summer and Fall 2024 .
February 2024		
2/5-2/9		Quality Control by Schedule Builder to Summer and Fall 2024 .
2/12	Monday	Distribution of final Summer and Fall 2024 MCCD_SR_3530 Proofing Department Class Schedule report (will be sent after report changes are entered in SIS by Schedule Builder). Beginning of Summer and Fall 2024 Schedule Maintenance phase. - Edit and submit COMs for new and existing Summer and Fall 2024 Class Schedule
2/20	Tuesday	Find A Class opens for Summer and Fall 2024 Schedule of Classes.
March 2024		
3/4	Monday	Priority Registration begins for Summer and Fall 2024
3/4	Monday	Beginning of Spring 2025 Schedule Building phase. ISS requests PTC (aka Rollover)
3/4-3/22		Quality checks of Spring 2025 schedule before distribution to departments
3/18	Monday	Open Registration begins for Summer and Fall 2024
3/25	Monday	Distribution of Spring 2025 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report.
3/25-4/19		Departments review Spring 2025 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report and submit revisions to Instructional Support Services' Office, F220. <i>Please carefully review the following fields which most frequently are overlooked –</i> <ul style="list-style-type: none"> • Course & Class Notes –notes are correct/still needed, correct dates for current year • 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

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April 2024		
4/19	Friday	Deadline for submitting Spring 2025 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report revisions to Instructional Support Services' Office, F220.
4/22-4/26		Changes made in SIS by Schedule Builder to Spring 2025
4/29	Monday	Distribution of Spring 2025 MCCD_SR_3530 Proofing Department Class Schedule 2 nd Report (will be sent after 1 st report changes are entered in SIS by Schedule Builder).
May 2024		
4/29-8/30		Review Spring 2025 MCCD_SR_3530 Proofing Department Class Schedule 2 nd Report and submit revisions to Instructional Support Services' Office, F220.