

**Class Scheduling
Department Chairs Schedule Building Calendar
Fall 2022, Spring 2023, Summer & Fall 2023, and Spring 2024**

Phoenix College>Employees>Instructional Support Services>Resources

Due Date (Subject to Change)	Day	Month & Activity
August 2022		
8/1-12/31		Fall 2022 Schedule Maintenance continues through December 2022
8/1-8/26		Spring 2023 Schedule Building continues through August 26, 2022
8/23	Tuesday	Deadline to submit completed Course Fee Applications to Admin to be GB approved in September and effective Spring 2023 .
8/26	Friday	Deadline for submitting Spring 2023 MCCD_SR_3530 Proofing Department Class Schedule Report revisions to Instructional Support Services' Office, F220. End of Spring 2023 Schedule Building phase.
8/29-9/2		Changes made in SIS by Schedule Builder to Spring 2023 . Quality Control by Schedule Builder to Spring 2023 .
September 2022		
9/6	Tuesday	Beginning of Spring 2023 Schedule Maintenance phase. - Edit and submit eCOMs for new and existing Spring 2023 classes.
9/19	Monday	Find A Class opens for Spring 2023 Schedule of Classes
October 2022		
10/3	Monday	Priority Registration begins for Spring 2023 .
10/10	Monday	Open Registration begins for Spring 2023 . Beginning of Summer and Fall 2023 Schedule Building phase. ISS requests PTC (aka Rollover).
10/10-10/28		Quality checks of Summer and Fall 2023 schedule before distribution to departments.
10/31	Monday	Distribution of Summer and Fall 2023 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report.
10/31-11/23		Departments review Summer and Fall 2023 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 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 <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 2022		
11/23	Wednesday	Deadline for submitting Summer and Fall 2023 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report revisions to Instructional Support Services' Office, F220.
11/28-12/2		Changes made in SIS by Schedule Builder to Summer and Fall 2023 .
December 2022		
12/5	Monday	Distribution of Summer and Fall 2023 MCCD_SR_3530 Proofing Department Class Schedule 2 nd Report.
TBD		Deadline to submit completed Course Fee Applications to ISS to be GB approved in February and effective Fall AY 2023-2024 .
January 2023		
1/1-5/31		Spring 2023 Schedule Maintenance continued through May 2023.
1/27	Friday	Deadline for submitting Summer and Fall 2023 MCCD_SR_3530 Proofing Department Class Schedule Report revisions to Instructional Support Services' Office, F220. End of Summer and Fall 2023 Schedule Building phase.
1/30-2/3		Changes made in SIS by Schedule Builder to Summer and Fall 2023 .
February 2023		
2/6-2/10		Quality Control by Schedule Builder to Summer and Fall 2023 .
2/13	Monday	Distribution of final Summer and Fall 2023 MCCD_SR_3530 Proofing Department Class Schedule report. Beginning of Summer and Fall 2023 Schedule Maintenance phase. - Edit and submit COMs for new and existing Summer and Fall 2023 Class Schedule
2/21	Tuesday	Find A Class opens for Summer and Fall 2023 Schedule of Classes.
March 2023		
3/6	Monday	Priority Registration begins for Summer and Fall 2023
3/6	Monday	Beginning of Spring 2024 Schedule Building phase. ISS requests PTC (aka Rollover)
3/6-3/21		Quality checks of Spring 2024 schedule before distribution to departments
3/20	Monday	Open Registration begins for Summer and Fall 2023
3/22	Wednesday	Distribution of Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report.

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3/22-4/21		Departments review Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report and submit revisions to Instructional Support Services' Office. <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 • 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 <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)
April 2023		
4/21	Friday	Deadline for submitting Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule 1 st Report revisions to Instructional Support Services' Office.
4/24-4/28		Changes made in SIS by Schedule Builder to Spring 2024 .
May 2023		
5/1	Monday	Distribution of Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule 2 nd Report.
5/1-8/25		Review Spring 2024 MCCD_SR_3530 Proofing Department Class Schedule 2 nd Report and submit revisions to Instructional Support Services' Office.