

Class Scheduling
Scheduling Phases: Spring 2024 thru Fall 2024
 (Dates subject to change)

Term	Schedule Building Phase	Quality Control Phase	Schedule Maintenance Phase*
Spring 2024 (Note: Delay due to New Academic Org Project)	August 8 – September 1	September 5 - 8	<ul style="list-style-type: none"> • Spring 2024 eCOM App available on September 11, 2023 • Find a Class opens September 18, 2023 • Registration begins: <ul style="list-style-type: none"> ➤ Priority -- October 2, 2023 Open -- October 9, 2023
Summer & Fall 2024	Oct 9, 2023-January 26, 2024	January 29 – February 9 2024	<ul style="list-style-type: none"> • Summer: Feb. 12, 2024 – Aug. 1, 2024 • Fall: Feb 12, 2024 – Dec. 13, 2024 • Find a Class opens February 20, 2024 ➤ Registration begins: <ul style="list-style-type: none"> ➤ Priority – March 4, 2024 ➤ Open – March 18, 2024

⚙️ 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. *MCCD_SR_3530 Proofing Department Class Schedule (or alternate report)* with existing classes are distributed to instructional departments. The Department Chair/Program Director change class information and add new classes on the Report and return to Class Scheduling per established dates.
2. **Quality Control**—begins immediately following building phase. Class data is reviewed to ensure the information is accurate. Such as dates and days align, Class Note Dates are updated, and other elements/components required for data collection purposes.
3. **Maintenance***—begins after the conclusion of the quality control phase. Final copy of the 3530 (or alternate report) is distributed to instructional departments only if changes were submitted during the building phase. The eCOM app is opened for Maintenance.

*Electronic Change of Master (eCOM) is used ONLY during the Maintenance Phase.

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