

District Schedule Development Timeline (2235)

Summer 2023

June 5 – August 12, 2023

Main 8 Week Session

June 20 – August 12, 2023

**Revised
11/17/2022**

Area/Audience	Description	Date
Schedulers	Prior Term Copy of Class Schedule	Oct. 10, 2022
Schedulers/Reviewers	CS Schedule Proofs (available on Tuesdays & Thursdays) begins	Feb. 8, 2023
Schedulers	Deadline to enter updated class notes	Mar. 30, 2023
<u>Schedulers</u>	<u>Deadline for inputting schedule into CS</u>	<u>Apr. 7, 2022</u>
District	Recommended class notes to Schedulers	Apr. 7, 2023
Schedulers	Input of Faculty TAOs	Apr. 7, 2022
Schedulers/Faculty	Faculty TAO Release Date	Apr. 10, 2023
Schedulers	Begin submitting CTMs TO VPI Office	Apr. 17, 2023
All	Class Schedule Posted Online	Apr. 17, 2023
Schedulers/Faculty	Permission Numbers Visible in Faculty Portal	Jun. 3, 2023
All	Opening Day for Summer	June 5, 2023
All	Opening Day for 8 Week Session	June 20, 2023

HOLIDAY: Monday - June 19, 2023

Support for Schedulers

Scheduling Job Aids:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/316997637/Credit+UGRD+Schedule+Build+Job+Aids>

Scheduling Handouts:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/324403496/Handouts>