

GBC COURSE PLANNING TIMELINE - Spring 2022

Last Updated: 12/14/2020

Draft

	Eff Date	Task	Notes
	9/3/2021	A&R rolls Spring 2020 class schedule to Spring 2022 term.	Registrar's Office
	9/3/2021	SIS Ops uploads class schedule for Spring 2022	SIS Ops Department
	9/3/2021	SIS Ops opens Term Security	SIS Ops Department
	9/4/2021	Faculty start turning in book orders. <u>If the course does not require a book, a submission is still required.</u>	Submit orders online through portal uploaded by Webmaster.
9/4/2021	9/19/2021	<u>Department chairs</u> plan classes to add, change & delete.	Department Chairs, Faculty, and Dean's
9/6/2021	9/19/2021	<u>Elko Support Staff</u> make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Department Support Staff
9/6/2021	9/19/2021	<u>Center Support Staff</u> makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Center Directors and center support staff
	9/6/2021	Marketing Department starts advertising that Registration Opens October 25, 2021 on website	Marketing Department
	9/20/2021	Preliminary Schedule Due - Department Chairs and Faculty submit course lists to support staff for Spring 2021	Department Chairs and Faculty
	9/20/2021	Support staff enter IAV originating classes. NO room #'s. Room #'s will be decided at Center Director Meeting.	Department Support Staff and Center Support Staff
	9/20/2021	Lecture Capture Requests submitted to IAV office.	Faculty
	10/7/2021	Book orders due to Bookstore for Spring.	Department Chairs, Faculty, and Dean's
10/6/2021	10/7/2021	Center Director's to select IAV classes to receive.	Center Director Meeting
10/8/2020	10/10/2020	IAV receiving classes must be in PS by this date	All IAV classes are due.

	10/11/2021	Adds, changes, cancels (as required and no deletes allowed) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. Dean's Approval Required.	
9/20/2021	10/10/2021	Departments review schedule. Changes made by Department Support Staff. The schedule should be complete.	Departments are 100% responsible for content.
10/10/2021	10/14/2021	Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 10/15/21.	Department Support Staff
	10/15/2021	Final Schedule Due: Deadline to add Spring classes. Classes added after this date will be on the web site.	
	10/18/2021	<u>Marketing Department</u> starts advertising that Registration opens 10/26 on website	Marketing Department
10/16/2021	10/18/2021	No PS access. 25 Live Data Prep and cleanup Peoplesoft Class Schedule Security will be closed to all, but Dean's Assistants and Center Directors.	25Live optimization
10/19/2021		Any and all adds, changes, cancels (no deletes allowed) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. Dean's Approval Required.	
	10/22/2021	Schedule is posted online for Spring 2022	Webmaster
	10/22/2021	Send out first part of printed schedule for editing	Marketing
		Add/Change/Cancel sheets after this deadline as required'	
	10/25/2021	Registration for Spring 2022 Starts	Admissions and Records Department
	1/24/2022	Spring 2022 Classes Begin	

