

## GBC COURSE PLANNING TIMELINE - FALL & Summer 2020

Final

Last Updated: 12/30/2019

	Effective Date	Task	Notes
	17-Dec-19	SIS Ops uploads class schedule for Summer and Fall 2020	SIS Ops Department
	17-Dec-19	SIS Ops opens Term Security	SIS Ops Department
	17-Dec-19	A&R rolls Fall 2019 class schedule to Fall 2020 term.	Registrar's Office
	6-Jan-20	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.
17-Dec-19	3-Feb-20	<u>Department chairs</u> plan classes to add, change & delete.	Department Chairs, Faculty, and Dean's
	3-Feb-20	<u>Continuing Education</u> - send email to faculty requesting summer classes & department approval.	Continuing Education dept. and faculty
17-Dec-19	12-Feb-20	<u>Elko Support Staff</u> make additions, changes & deletions. <b>DELETING UNWANTED CLASSES - VERY IMPORTANT.</b>	Department Support Staff
4-Feb-20	12-Feb-20	<u>Center Support Staff</u> makes additions, changes & deletions. <b>DELETING UNWANTED CLASSES - VERY IMPORTANT.</b>	Center Directors and center support staff
	5-Feb-20	<u>Marketing Department</u> starts advertising that Registration Opens April 6, 2020 on website	Marketing Department
	13-Feb-20	<b>Preliminary Schedule Due</b> - Department Chairs and Faculty submit course lists to support staff for Summer and Fall 2020.	Department Chairs and Faculty
14-Feb-20	18-Feb-20	Support staff enter IAV originating classes. <b>NO room #'s.</b> Room #'s will be decided at Center Director Meeting.	Department Support Staff and Center Support Staff
	18-Feb-20	Lecture Capture Requests submitted to IAV office.	Faculty
19-Feb-20	20-Feb-20	Center Director's to select IAV classes to receive.	<b>Center Director Meeting</b>
21-Feb-20	28-Feb-20	IAV receiving classes must be in PS by this date	All IAV classes are due.
29-Feb-20	5-Mar-20	Departments review schedule. Changes made by Department Support Staff. The schedule should be complete.	Departments are 100% responsible for content.
6-Mar-20	22-Mar-20	Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 3/22/20.	Department Support Staff
	13-Mar-20	<b>Book orders due</b> to Bookstore for Summer and Fall.	Department Chairs, Faculty, and Dean's
	23-Mar-20	<b>Final Schedule Due:</b> Deadline to add Summer & Fall classes. Classes added after this date will be on the web site.	
24-Mar-20	26-Mar-20	<b>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.</b>	25Live optimization
27-Mar-20		Any and all adds, changes, cancels ( <b>no deletes allowed</b> ) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. <b>Dean's Approval Required.</b>	
	3-Apr-20	Schedule is posted online for both Summer and Fall	Webmaster
	3-Apr-20	Send out first part of printed schedule for editing	Marketing
	6-Apr-20	<b>Registration for Fall &amp; Summer starts.</b>	Admissions and Records Department
	25-Apr-20	Download printed schedule	Marketing
	8-Jun-20	<b>Summer Classes begin</b>	
	31-Aug-20	<b>Fall classes begin</b>	