

GBC COURSE PLANNING TIMELINE - Summer and Fall 2021

Draft: Final

Last Updated:
12/11/2020

| | Effective Date | Task | Notes |
|------------|----------------|---|--|
| | 12/16/2020 | A&R rolls Summer/Fall 2020 class schedule to Summer/Fall 2021 term. | Registrar's Office |
| | 12/16/2020 | SIS Ops uploads class schedule for Summer/Fall 2021 | SIS Ops Department |
| | 12/16/2020 | SIS Ops opens Term Security | SIS Ops Department |
| | 1/4/2021 | 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. |
| 12/16/2020 | 1/31/2021 | <u>Department chairs</u> plan classes to add, change & delete. | Department Chairs, Faculty, and Dean's |
| 2/1/2021 | 2/10/2021 | <u>Elko Support Staff</u> make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT. | Department Support Staff |
| 2/1/2021 | 2/10/2021 | <u>Center Support Staff</u> makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT. | Center Directors and center support staff |
| | 2/3/2021 | Marketing Department starts advertising that Registration Opens April 6, 2020 on website | Marketing Department |
| | 2/11/2021 | Preliminary Schedule Due - Department Chairs and Faculty submit course lists to support staff for Summer/Fall 2021 | Department Chairs and Faculty |
| 2/12/2021 | 2/16/2021 | 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 |
| | 2/16/2021 | Lecture Capture Requests submitted to IAV office. | Faculty |
| | 3/12/2021 | Book orders due to Bookstore for Summer/Fall. | Department Chairs, Faculty, and Dean's |
| 2/17/2021 | 2/18/2021 | Center Director's to select IAV classes to receive. | Center Director Meeting |
| | 2/19/2021 | IAV receiving classes must be in PS by this date | All IAV classes are due. |

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| 2/22/2021 | 2/24/2021 | Departments review schedule. Changes made by Department Support Staff. The schedule should be complete. | Departments are 100% responsible for content. |
| | 3/15/2021 | Adds, changes, cancels (<i>as required and no deletes allowed</i>) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. Dean's Approval Required. | |
| 2/24/2021 | 3/21/2021 | Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 3/22/2021. | Department Support Staff |
| | 3/22/2021 | Final Schedule Due: Deadline to add Summer/Fall classes. Classes added after this date will be on the web site. | |
| | | <u>Marketing Department</u> starts advertising that Registration opens 4/5/2021 on website | Marketing Department |
| 3/23/2021 | 3/25/2021 | 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 |
| | 3/29/2021 | Schedule is posted online for Summer/Fall 2021 | Webmaster |
| | 3/29/2021 | Send out first part of printed schedule for editing | Marketing (Do we do this anymore?) |
| | 4/5/2021 | Registration for Summer and Fall 2021 Starts | Admissions and Records Department |
| | 5/21/2021 | Summer Classes Begin | |
| | 8/30/2021 | Fall Classes Begin | |