

Production Schedule—Spring 2008 Web Class Schedule/Aspire

September 11	Tuesday	Roll into proofing term 200849 Plan 16-page editorial section
September 12	Wednesday	Departments can begin building classes/making changes <i>If you are building sections that need to be linked, please build those sections first. If they are not part of the Learning Community, contact Melanie Brown via e-mail with the CRNs. For Learning Community links, contact the Learning Community coordinator via e-mail with the CRNs. This will enable the classes to be linked in a timely manner.</i>
January 3	Thursday	Credit departments stop building classes/making changes in Banner by midnight; <i>see Course Building Restrictions for credit classes on Main Campus pictorial guide (from 8/20/03 training) for information about schedule changes/additions/deletions following this date.</i> Deadline for credit class notes Deadline for fee revisions – credit sections
January 4	Friday	Roll into the actual term, 200840
January 7	Monday	Curriculum & Scheduling (Beverly) begins preparing course data to run Schedule 25 room assignments for credit classes; a report containing room assignments for instructional units will be posted to the P drive in approximately 1 week. <i>Beverly will email departments to let them know when they can go back into Banner.</i> Supplemental sent for update ABSE proofs sent for update ESL proofs sent for update
January 9	Wednesday	Supplemental deadline, begin CX ESL returns proofs to Angela ABSE returns proofs to Angela
January 11	Friday	Deadline for building all noncredit classes (CE, BDC, APPR, LFC, WFD, ABSE, ESL)
January 15	Tuesday	Curriculum & Scheduling (Beverly) prepares course data to run Schedule 25 for noncredit classes

January 21	Monday	Martin Luther King Day, college closed
January 22	Tuesday	Advance Registration Advising begins Web credit schedule viewable to students
January 23	Wednesday	Banner extract of credit classes to Printing/Graphics by 5 p.m.
January 24	Thursday	Continuing Ed (CE, BDC, APPR, LFC, WFD) email courses to P/G by noon Angela inserts descriptive notes/paragraphs in credit section Ad copy deadline Supplemental CX Angela begins final correction to Continuing Education
January 25	Friday	Supplemental CX Send email reminder re page proofs
January 29	Tuesday	Supplemental CX
January 30	Wednesday	Advance registration for credit students begins <i>Web-available indicator removed for existing noncredit sections; noncredit departments must remove web-available indicator when adding sections.</i>
January 31	Thursday	Page proofs, 9-11 a.m., CEN/Room 407
February 1-6	Fri.-Wed.	CX Do index
February 6	Wednesday	Let printer know how many copies to deliver to campus
February 7	Thursday	FTP entire magazine to printer Send corrected supplemental to Florence, Cottage Grove
February 8	Friday	Printer shows proof/press check
February 14	Thursday	ICO to College Finance for postage
February 18	Monday	Presidents' Day
February 19	Tuesday	To post office Send administrative copies to departments, Continuing Education, CLCs

Mail/deliver to those on community distribution list
Aspire to Counseling and Enrollment Services

February 20	Wednesday	Noncredit schedule viewable to students Noncredit web registration begins
February 23	Saturday	In homes by this date
March 3	Monday	Advance Registration Advising ends Advance Registration payment deadline, midnight
March 4	Tuesday	Purge Advance Registrations with non-zero account balances, midnight Advance Registration closed
March 5	Wednesday	Registration begins
March 31	Monday	Spring term begins