GBC COURSE PLANNING TIMELINE - Spring 2020

Final   Last Updated - 07/01/2019

Start	Finish	Task	
	8/2/19	SIS Operations rolls Spring 2019 to Spring 2020 & open Term Security. Upload for the web class schedules (internal use only), catalog (for Media Services)	SIS Ops
	8/2/19	Start turning in book orders	Faculty
August 5 - Sept 7		Dept Chairs plan classes to add, change & delete. Elko SS make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Department Chairs/Faculty/Department Support Staff
	9/9/19	Start advertising Registration Opening on website	Marketing
	9/9/19	Centers start adds, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Centers
	9/20/19	**Preliminary Schedule - Department Chairs and Faculty submit to support staff all Spring 2020 courses.** IAV originating classes to be entered, no room #s. Rooms decided at Center Directors' meeting.	Department Chairs/Faculty/Department Support Staff
	9/30/19	Lecture Capture Requests submitted to IAV office	" "
	10/1/19	**ALL adds, changes and deletes NEED to be done by 10/15/19**	" "
10/2/19	10/3/19	Center Director's to select IAV classes to receive.	Center Directors Meeting
10/3/19	10/9/19	IAV receiving courses must be in PS by this date	Department Chairs/Faculty/Department Support Staff
	10/10/19	ALL Spring Semester book orders due to GBC Bookstore.	" "
	10/10/19	Dept reviews schedule. Changes made by Dept SS. The schedule should be complete.	Departments are 100% responsible for content
10/10/19	10/15/19	Department support staff clean up in PS	" "
	10/15/19	**Final Schedule Due & deadline to add Spring classes.**	" "
10/16/19	10/18/19	**25 Live Data Prep and cleanup.** PeopleSoft Class Schedule security will be closed	Computer Services
	10/16/19	Any and all adds, changes, cancels **(no deletes allowed)**	
10/24/19		Web Schedule is posted online.	Webmaster
	10/24/19	Send out first part of printed schedule for editing	Marketing
10/28/19		**Registration for Spring begins.**	
	12/2/19	Download printed schedule	Marketing
12/16/19		**Winter session classes begin**	
1/21/20		**Regular term begins**	