

GBC COURSE PLANNING TIMELINE - Spring 2023

Last Updated: 08/01/2022

Spring 2023 Start date	Spring 2023 effective dates	Task	Notes
	9/1/2022	SIS Ops opens Term Security	SIS Ops Department
	9/1/2022	SIS Ops uploads class schedule for Spring 2022	SIS Ops Department
	9/1/2022	A&R rolls Spring 2022 class schedule to Spring 2023 term.	Registrar's Office
9/5/2022	9/5/2022	Faculty start turning in book orders. If the course does not require a book, a submission is still required.	Submit orders online through portal uploaded by Webmaster.
9/5/2022	9/20/2021	Department chairs plan classes to add, change & delete.	Department Chairs, Faculty, and Dean's
9/7/2022	9/20/2022	<u>Elko Support Staff make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.</u>	Department Support Staff
9/7/2022	9/20/2022	Center Support Staff makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Center Directors and center support staff
		Marketing Department starts advertising that Registration Opens October 31, 2022 on website	Marketing Department
	9/23/2022	Preliminary Schedule Due - Department Chairs and Faculty submit course lists to support staff for Spring 2023	Department Chairs and Faculty
	9/23/2022	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
	9/23/2022	Lecture Capture Requests submitted to IAV office.	Faculty
	10/14/2022	Book orders due to Bookstore for Spring.	Department Chairs, Faculty, and Dean's
	10/7/2022	Center Director's to select IAV classes to receive.	Center Director Meeting
	10/12/2022	IAV receiving classes must be in PS by this date	All IAV classes are due.
	10/12/2022	Departments review schedule. Changes made by Department Support Staff. The schedule should be complete.	Departments are 100% responsible for content.
	10/14/2022	Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 10/15/21.	Department Support Staff
	10/17/2022	Final Schedule Due: Deadline to add Spring classes. Classes added after this date will be on the web site.	
		Marketing Department starts advertising that Registration opens 10/26 on website	Marketing Department
10/18/2022	10/20/2022	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
	10/18/22	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.	
	10/24/2022	Schedule is posted online for Spring 2022	Webmaster
	10/31/2022	Registration for Spring 2022 Starts	Admissions and Records Department
		Spring 2022 Classes Begin	