



Truckee Meadows Community College

Vice President of Academic Affairs

CLASS SCHEDULE PRODUCTION TIMELINE

Summer 2019

Item	Responsible	Date Due
Departments have access to build classes in PeopleSoft for summer sessions	A&R Rollover All Academic Divisions	August 1, 2018 August 1, 2018
Deadline for chairs to submit Summer schedule to AAs	A&R/Scheduling	Week of October 1, 2018
AAs have entered all information into PeopleSoft	All Academic Divisions	December 3, 2018
A&R review with AAs	A&R / AAs	December 3-7 2018
Non-class copy and WDCE promotional copy	Academic Divisions	December 10, 2018
HTML " Proofing Link " schedule available for review Effective Date: 5/28/2019	IT/Cal	December 10, 2018
AAs locked out of PeopleSoft at 11:59 p.m. Please use the OnBase class submittal form process	ALL	January 11, 2019
Review and cleanup of schedule; Schedule Building Training	A&R/Carol, Lee /Scheduling	January 14–February 1
AAs meet with A&R by appointment	A&R/Lee and Carole	January 14–February 1
1 st Optimization: export classes out of PeopleSoft into R25	Scheduling/Vicky	February 4–15 2019
Final Review HTML " Proofing Link " Schedule	Academic Departments	February 19–22 2019
HTML Class Schedule " Go Live Link " Effective Date: 5/28/2019 Any changes: cancel and rebuild, except for a room change	IT/Cal	March 15, 2019
PeopleSoft: schedule available to students in MyTMCC	Per Shared Instance	March 15, 2019
Shopping carts open; no changes	A&R	April 2, 2019
Registration for Summer Sessions begin	A&R	April 8 (week of)
Open Scheduling: non-academic and external requests	Scheduling	April 30, 2019
2 nd Optimization: classes imported back into PeopleSoft	Scheduling/Vicky	May 6, 2019
First Summer Term	A&R	5/28/19–6/28/19
Second Summer Term	A&R	7/8/19–8/9/19