DRAFT Production Calendar	Summer 2024	Fall 2024
	DUE	DUE
Tables Built	TBD	TBD
Schedule Roll	TBD	Requested 2/6/24
Master Division Schedule **D1** distribution to Division Deans	12/4/2023	2/7/2024
Division Schedule **D1** corrections and updates completed by Deans and forwarded to I.O. Deans proof/correct CRN, terms, loads, space, assignment type, attendance accounting, and forward to instructional operations	1/4/2024	2/21/2024
Division Schedule **D2** distribution to Division Deans	1/19/2024	3/7/2024
Division Schedule **D2** corrections and updates completed by Deans and forwarded to I.O. Deans proof/correct CRN, terms, loads, space, assignment type, attendance accounting, and forward to instructional operations	2/1/2024	3/20/2024
Final College Schedule distribution to all Deans (**D3**)	2/9/2024	4/2/2024
Division Schedule **D3** (Final) corrections and updates completed by Deans and forwarded to I.O. Deans proof/correct CRN, terms, loads, space, assignment type, attendance accounting, and forward to instructional operations	2/15/2024	4/4/2024
Online schedule live (viewing only): Changes can be made to schedule until date listed.	2/20/2024	4/8/2024
Textbook adoptions due	TBD	TBD
Load Sheets Prepared and verified for coding, load, and non-instructional assignments. Forward unsigned load sheets to I.O.	2/21/2024	4/9/2024
Load Sheets submitted to Human Resources (no signature)	2/23/2024	TBD
Salary Sheets prepared	TBD	TBD
Final Load Sheets printed and signed. Forward signed load sheets to I.O.	TBD	TBD
Registration begins (NO CHANGES)	**3/4/2024**	**4/15/2024**
Changes/Updates/Additions/Cancellations to I.O. Thereafter, as needed to I.O. (unsigned okay for payroll purposes; cc: HR Cynthia Nuñez & Cindy Sanchez)	Ongoing	Ongoing
Instructional Operations forwards copies of revised load sheets to Divisions and Human Resources as changes occur (Signed load sheets immediately to follow)	Ongoing	Ongoing
All staffing must be COMPLETED (3 weeks before first day of term)	5/13/2024	TBD
Cancel classes with <50% enrollment, unless approved by VPAA (3 weeks before first day of term)*	TBD	TBD
Cancel classes with <70% enrollment, unless approved by VPAA (1 week before first day of term)*	TBD	TBD
Session Begins	6/3/2024	TBD
Overload and Part-Time Payroll	TBD	TBD
Grades Due	8/15/2024	TBD
*work with VPAA re: any exceptions		

(revised 2/7/2024)