	Date	Term	Tasks for One Year Schedule Development	Responsible Person
September	2	FA	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the	Dean of OIERP and VPI
			development of the fall schedule within each department: FTES targets by Division, efficiency targets by	
			Division, wait lists SEP data by course, short-term and late start classes by course, feedback from	
			counseling, percent of sections within scheduling block, room efficiency data, etc.	
September	2	FA	Provide general increase in target of 3.5%. This may change. 15% of sections need to be pending.	VPI
September	30	FA	Fall Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
October	28	FA	Scheduler sends first fall drafts of schedule to Deans and Chairs	Scheduler
November	4	FA	Chairs and Deans make corrections to fall schedule and sends drafts back to scheduler	Chairs and Deans
November	18	FA	Scheduler sends second/final fall drafts of schedule to Deans and Chairs	Scheduler
December	2	FA		Chairs and Deans
<u> </u>	_		should include staffing and ZC/LC textbook information if possible.	
December	9	FA	Scheduler makes final minor changes, runs live checklist, and publishes fall schedule	Scheduler
December	9		Modified Courses must be completed by this date to be offered in the subsequent fall term	Chairs
		ulum		
Ancil	12	٢٨	Driavity Desistantian basing for Fall	
April	13 2	FA SP	Priority Registration begins for Fall Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the	Dean of OIERP and VPI
February	2	34		Deali OF OTERP dru VPI
			development of the spring schedule within each department: FTES targets by Division, efficiency targets	
			by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from	
			counseling, percent of sections within scheduling block, room efficiency data, etc.	
February	2	SP	Provide general increase in target of 3.0%. This may change. 15% of sections need to be pending.	
March	3	SP	Spring Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
March	3	Curric	New Courses must be completed by this date in order to be offered in the subsequent fall semester	Chairs
IVIAI CIT	5	ulum	new courses must be completed by this date in order to be oriered in the subsequent fail semester	Cildiis
		ululli		
March	31	SP	Scheduler sends first spring drafts of schedule to Deans and Chairs	Scheduler
April	7	SP	Chairs and Deans make corrections to spring schedule and sends drafts back to scheduler	Chairs and Deans
April	21	SP	Scheduler sends a second/final spring draft to Chairs	Scheduler
April	28	SP	Chairs and Deans confirm or make corrections to spring schedule and sends drafts back to scheduler.	Chairs and Deans
			This should include staffing and ZC/LC textbook information if possible.	
May	5	SP	Scheduler makes final minor changes, runs live checklist, and publishes spring schedule	Scheduler
November	2	SP	Priority Registration begins for Spring	
March	3	SU	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the	Dean of OIERP and VPI
			development of the summer schedule within each department: FTES targets by Division, efficiency	
			targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback	
			targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from counseling, percent of sections within scheduling block, room efficiency data, etc.	
March	3	SU	from counseling, percent of sections within scheduling block, room efficiency data, etc.	
March	3		from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending.	
March March	3	SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
	31	SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs	Scheduler
March	31 21 28	SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler	Scheduler Chairs and Deans
March April	31	SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs	Scheduler
March April April	31 21 28	SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs	Scheduler Chairs and Deans
March April April May	31 21 28 5	SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler.	Scheduler Chairs and Deans Scheduler
March April April May May	31 21 28 5 12	SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible.	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans
March April April May May June	31 21 28 5 12 30	SU SU SU SU SU SU	from counseling, percent of sections within scheduling block, room efficiency data, etc. Provide general increase in target of 10%. This may change. 15% of sections need to be pending. Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") Scheduler sends first summer drafts of schedule to Deans and Chairs Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler Scheduler sends second/final summer drafts of schedule to Deans and Chairs Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler Chairs and Deans Scheduler Chairs and Deans

Month	Date	Torm	Tasks for One Year Schedule Development	Responsible Borson
	Date	Term	Tasks for One Year Schedule Development	Responsible Person
September	2	FA	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development	Dean of OIERP and VP
			of the fall schedule within each department: FTES targets by Division, efficiency targets by Division, wait	
			lists SEP data by course, short-term and late start classes by course, feedback from counseling, percent	
			of sections within scheduling block, room efficiency data, etc.	
September	2	FA	Provide general increase in target of 3.5%. This may change. 15% of sections need to be pending.	VPI
September	30	FA	Fall Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
October	28	FA	Scheduler sends first fall drafts of schedule to Deans and Chairs	Scheduler
November	2	SP	Priority Registration begins for Spring	
November	4	FA	Chairs and Deans make corrections to fall schedule and sends drafts back to scheduler	Chairs and Deans
November	18	FA	Scheduler sends second/final fall drafts of schedule to Deans and Chairs	Scheduler
December	2	FA	Chairs and Deans confirm or make corrections to fail schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible.	Chairs and Deans
December	9	FA	Scheduler makes final minor changes, runs live checklist, and publishes fall schedule	Scheduler
December	9	Curric	Modified Courses must be completed by this date to be offered in the subsequent fall term	Chairs
February	2	SP	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the spring schedule within each department: FTES targets by Division, efficiency targets by Division, wait IIST SEP data by course, short-term and late start classes by course, feedback from counseling, percent of sections within scheduling block, room efficiency data, etc.	Dean of OIERP and VP
February	2	SP	Provide general increase in target of 3.0%. This may change. 15% of sections need to be pending.	
March	3	SP	Spring Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
March	3	Curric	New Courses must be completed by this date in order to be offered in the subsequent fall semester	Chairs
		ulum		
March	3	SU	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the summer schedule within each department: FTES targets by Division, efficiency targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from counseling, percent of sections within scheduling block, room efficiency data, etc.	Dean of OIERP and VP
March	3	SU	Provide general increase in target of 10%. This may change. 15% of sections need to be pending.	
March	28	SU	Priority Registration begins for Summer	
March	31	SP	Scheduler sends first spring drafts of schedule to Deans and Chairs	Scheduler
March	31	SU	Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
April	7	SP	Chairs and Deans make corrections to spring schedule and sends drafts back to scheduler	Chairs and Deans
April	13	FA	Priority Registration begins for Fall	
April	21	SP	Scheduler sends a second/final spring draft to Chairs	Scheduler
April	21	SU	Scheduler sends a second man pring dract of chains Scheduler sends first summer drafts of schedule to Deans and Chairs	Scheduler
April	28	SP	Chairs and Deans confirm or make corrections to spring schedule and sends drafts back to scheduler.	Chairs and Deans
			This should include staffing and ZC/LC textbook information if possible.	
April	28	SU	Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler	Chairs and Deans
May	5	SP	Scheduler makes final minor changes, runs live checklist, and publishes spring schedule Scheduler sends second/final summer drafts of schedule to Deans and Chairs	Scheduler Scheduler
May May	5 12	SU SU	Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler.	Chairs and Deans
June	30	SU	This should include staffing and ZC/LC textbook information if possible.	Scheduler
June	30	50	Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler

Schedule Development Term	Term(s) Planned
Fall 2022	Summer 2023 and Fall 2023
Spring 2023	Spring 2024 and Spring 2025 Summer 2024 and Summer 2025
Fall 2023	Fall 2024 and Fall 2025
Spring 2024	Spring 2026 Summer 2026
Fall 2024	Fall 2026
Spring 2025	Spring 2027 Summer 2028
Fall 2025	Fall 2027

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			Two-Year Scheduling Timeline	1
Month	Date	Term	Tasks for One Year Schedule Development	Responsible Person
9	2	FA	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the	Dean of OIERP and VPI
			development of the fall schedule within each department: FTES targets by Division, efficiency targets	
			by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from	
			counseling, percent of sections within scheduling block, room efficiency data, etc.	
9	2	FA	Provide general increase in target of 3.5%. This may change. 15% of sections need to be pending.	VPI
9	30	FA	Fall Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
10	28	FA	Scheduler sends first fall drafts of schedule to Deans and Chairs	Scheduler
11	4	FA	Chairs and Deans make corrections to fall schedule and sends drafts back to scheduler	Chairs and Deans
11	18	FA	Scheduler sends second/final fall drafts of schedule to Deans and Chairs	Scheduler
12	2	FA	Chairs and Deans confirm or make corrections to fall schedule and sends drafts back to scheduler. This	Chairs and Deans
			should include staffing and ZC/LC textbook information if possible.	
12	9	FA	Scheduler makes final minor changes, runs live checklist, and publishes fall schedule	Scheduler
12	9	Curric	Modified Courses must be completed by this date to be offered in the subsequent fall term	Chairs
		ulum		
4	13	FA	Priority Registration begins for Fall	
2	2	SP	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the	Dean of OIERP and VPI
			development of the spring schedule within each department: FTES targets by Division, efficiency	
			targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback	
			from counseling, percent of sections within scheduling block, room efficiency data, etc.	
2	2	SP	Provide general increase in target of 3.0%. This may change. 15% of sections need to be pending.	
3	3	SP	Spring Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs
3	3	Curric	New Courses must be completed by this date in order to be offered in the subsequent fall semester	Chairs
		ulum		
3	31	SP	Scheduler sends first spring drafts of schedule to Deans and Chairs	Scheduler
4	7	SP	Chairs and Deans make corrections to spring schedule and sends drafts back to scheduler	Chairs and Deans
4	21	SP	Scheduler sends a second/final spring draft to Chairs	Scheduler

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P	Two-Year Scheduling Timeline				
4	28	SP	Chairs and Deans confirm or make corrections to spring schedule and sends drafts back to scheduler.	Chairs and Deans	
			This should include staffing and ZC/LC textbook information if possible.		
5	5	SP	Scheduler makes final minor changes, runs live checklist, and publishes spring schedule	Scheduler	
11	2	SP	Priority Registration begins for Spring		
3	3	SU	Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the	Dean of OIERP and VPI	
			development of the summer schedule within each department: FTES targets by Division, efficiency		
			targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback		
			from counseling, percent of sections within scheduling block, room efficiency data, etc.		
3	3	SU	Provide general increase in target of 10%. This may change. 15% of sections need to be pending.		
3	31	SU	Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday")	Chairs	
4	21	SU	Scheduler sends first summer drafts of schedule to Deans and Chairs	Scheduler	
4	28	SU	Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler	Chairs and Deans	
5	5	SU	Scheduler sends second/final summer drafts of schedule to Deans and Chairs	Scheduler	
5	12	SU	Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler.	Chairs and Deans	
			This should include staffing and ZC/LC textbook information if possible.		
6	30	SU	Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler	
3	28	SU	Priority Registration begins for Summer		

Crafton Hills College Two-Year Scheduling Timeline

	Two-Year Scheduling Timeline	