

Crafton Hills College
Two-Year Scheduling Timeline

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 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.	Dean of OIERP and VPI
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 should include staffing and ZC/LC textbook information if possible.	Chairs and Deans
12	9	FA	Scheduler makes final minor changes, runs live checklist, and publishes fall schedule	Scheduler
12	9	Curriculum	Modified Courses must be completed by this date to be offered in the subsequent fall term	Chairs
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 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.	Dean of OIERP and VPI
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	Curriculum	New Courses must be completed by this date in order to be offered in the subsequent fall semester	Chairs
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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4	28	SP	Chairs and Deans confirm or make corrections to spring schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible.	Chairs and Deans
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 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 VPI
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. This should include staffing and ZC/LC textbook information if possible.	Chairs and Deans
6	30	SU	Scheduler makes final minor changes, runs live checklist, and publishes summer schedule	Scheduler
3	28	SU	Priority Registration begins for Summer	

