

SCHEDULING DEADLINES – SPRING 2021

All dates subject to change with implementation of Guided Pathways scheduling

Spring Semester Dates: 1/11/21 – 05/01/21		
<u>Date</u>	<u>Details</u>	<u>By</u>
May 1 – June 30, 2020	Curriculum changes/updates entered in Colleague.	Curriculum Specialist
July 1, 2020	Deans should ensure that schedule is ready for Colleague entry for support staff.	MJC Deans
July 1, 2020	Sections roll for Spring 2021	I.T.
July 1* – Sept. 4, 2020 <i>* <u>please wait for e-mail notification from Instruction Office.</u></i>	Colleague scheduling entries for Spring 2021 SECT – using Scheduling Options/ Block Scheduling guidelines, and FAOA for non-instructional	Senior Secretaries MJC Deans
September 4, at end of day. FINAL DEADLINE for Spring 2021 scheduling in Colleague NO CHANGES after this date without prior approval from Instruction Office.	<ul style="list-style-type: none"> • All sections must be entered • Faculty must be assigned on 1st line of FASC & FAOA. Generic “staff” assignments should be minimal. • Room conflicts should be resolved. • All FT REG faculty loads must be 100.00% • All errors identified in Section Calculation Report must be corrected • Identify ZTC (free text book) sections 	Senior Secretaries
Fall 2020 Contract Assignment is 9/9/2020 to 9/16/2020 at noon		
Sept. 8 – Sept. 17, 2020	Section Reviews	Instruction Office Specialist
Sept. 8 – Sept. 17, 2020	-Correction of errors identified by Instruction Office -ZTC (free text book) Symbol-Notify Instruction Office Specialist of section numbers. NOTE: CORRECTIONS ONLY	Senior Secretaries
Sept. 18 – Sept. 24, 2020	~~~~~Academic Import~~~~~ Remaining room conflicts resolved. No changes to Spring 2021 unless approved by Instruction Office and/or MJC Facilities Office.	Sherri Suarez
September 28, 2020	Spring 2021 schedule available on Class Search	I.T. Programmer
October 26, 2020	Priority registration begins	Angelica Guzman
January 10, 2021	Registration closes for Spring 2021	Angelica Guzman