Summer and Fall 2023 Schedule Production Calendar (draft 11.02.22)

Schedule Builder Open 1/09/2023

February	
02/13/2023	**Schedule to managers**
02/21/2023	**Schedule to OIM** o Review schedule extract and bring up any potential over- and/or under-scheduled sections
02/23/2023 - 03/30/2023	**OIM input schedule in Banner** o Input courses o Check accounting methods o Check DE/AO faculty and course eligibility; flag any faculty with 100% DE load o Check enrollment cap is up-to-date

April	
	Banner maintenance; Banner not available from 5PM to next day morning
04/03/2023	**Send ENGL and MATH companion groups to Dong to link**
04/10/2023	**Student priorities turned on in Banner; publish summer in drop-down**
04/14/2023	**Schedule load in MyCOM; PDFs to departments for review**
04/15/2023	**Schedule Website** o Post Important dates PDF o Update schedule legend o Post companion course pairs
04/17/2023	**Schedule publishes in drop-down menu online (SOATERM check Master Web Term Control, ask Burton to remove Banner sync)** o Remind faculty to review their schedules online o Check for PT faculty who are over 10 instructional units o OIM and Counselors test filters o Argos Schedule reports to Counseling Dept.
04/25/2023 to 05/01/2023	**Remove prerequisites (Math 103 and ENGL 120) at CRN level** **Apply link to cross-listed and concurrent courses** **Final footnotes and enrollment max management**
04/25/2023	**Schedule full publish** **Run schedule reports** o unassigned (Staff, Marin) courses o hidden courses o cross-listed courses (ETST/HIST, PSY/BEHS/SOC, AUTO/ELEC, MATH/COMP, GDES/MMST, HUM/FILM, etc.) o concurrent enrollment courses (BEHS, SOC, PSY, ETST, ART, DANC, DRAM, MUS, COUR, KIN, PE, MMST, GDES etc.) **Check final line carries no TU**
4/29/2023	**Finalize Learning community linking** **Room adjustments**
05/01/2023	**Registration begins** o Change Orders are required to modify schedule