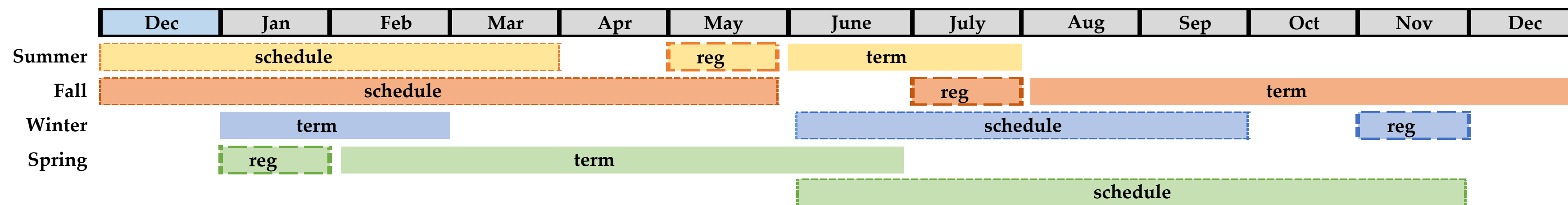


Annual Production Timeline
(Office of Instruction - May 2, 2023)



SUMMER		FALL		WINTER		SPRING	
December	<i>Dean Advisory</i> Division schedule callout. Chairs submit by Dec. 1 System ready by Dec. 1 Marketing materials due - Dec. 1		December	June	<i>Dean Advisory</i> Division schedule callout. Chairs submit by June 1 System ready by June 1 Marketing materials due - June 1		June
January	Deans Approve by Jan. 1 System entry Jan. 1 - Feb. 1		January	July	Deans Approve by July 1 System entry July 1 - Aug. 1		July
February	1st Download - Feb. 1 2nd Download - Feb. 15 TBAs, links, & icons due - Feb. 15 SCE schedules - Feb. 15	Deans Approve by Feb. 15 System entry Feb. 15 - Mar. 15	February	August	1st Download - Aug. 1 2nd Download - Aug. 15 TBAs, links, & icons due - Aug. 15 SCE schedules - Aug. 15	Deans Approve by Aug. 15 System entry Aug. 15 - Sep. 15	August
March	Final Download - Mar. 1 <i>Schedule pause until further notice</i> Schedule posted online - Mar. 15	1st Download - Mar. 15	March	September	Final Download - Sep. 1 <i>Schedule pause until further notice</i> Schedule posted online - Sep. 15	1st Download - Sep. 15	September
April	Printed schedule delivered - Apr. 1	2nd Download - Apr. 1 TBAs, links, & icons due - Apr. 1 SCE schedules - Apr. 1 Final Download - Apr. 15 <i>Schedule pause until further notice</i>	April	October	Printed schedule delivered - Oct. 1	2nd Download - Oct. 1 TBAs, links, & icons due - Oct. 1 SCE schedules - Oct. 1 Final Download - Oct. 15 <i>Schedule pause until further notice</i>	October
May	Registration - May (1st week)	Schedule posted online - May 1	May	November	Registration - Nov. (1st week)	Schedule posted online - Nov. 1	November
June		Printed schedule delivered - June 1	June	December		Printed schedule delivered - Dec. 1	December
July		Registration - July (1st week)	July	January		Registration - Jan. (2nd week)	January

Notes

- December 1st (Summer/Fall) and June 1st (Winter/Spring) are advised deadlines for Department Chairs to submit schedules for Dean review.
- Deans may "callout" to department chairs in an appropriate timeframe for their division; however, approval of schedule is required by indicated deadline per term.
- Marketing materials (class/program promotions, services info., etc.) must be submitted to the Marketing and Communication Office in advance, and be completed by the indicated deadline. All materials printed in the Schedule of Classes will expire in the Spring term.
- Cancellations made prior to final download need to be removed from the system. Cancellations made after final download are left in the system and reported on the add/cancel spreadsheet.