

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SUMMER 2018 (18SUMMER)**

**SCHEDULE DEVELOPMENT INFORMATION**

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
11/17 (or earlier)	Roll	Educational Services/IT
02/15	Last day for schedule input	IDS
02/20	<b>PULL #1</b> – first pull of schedule data	Creative Services
02/23-02/26	<b>PROOF #1 AVAILABLE</b> Creative Services begins cover art	Creative Services
03/02	Deans/VPs review complete and to IDS by end of day	Deans/VPs
03/09	Final changes entered by end of day	IDS
03/12	<b>FINAL PULL</b> – final pull of schedule data	Creative Services
03/16-03/19	Final proof of Schedule of Classes available (no changes accepted)	Creative Services
04/30 (or earlier) (estimate)	Schedule of Classes uploaded to the Web	Creative Services

**DATES**

**\*Day and Evening Classes (6-week session): 06/18-07/26\* (estimate)**

**\*Weekend Classes (6-weekend session): 06/23-07/21\* (estimate)**

**\*Holiday(s): July 4\***

- Please refer to [academic.rcc.edu/ir/reporting.html](http://academic.rcc.edu/ir/reporting.html) for the following scheduling grids and resources:
  - Scheduling calculator
  - Weekly Census Scheduling Grid
  - Daily Census Scheduling Grid
  - If you have any questions regarding scheduling grids, please contact Raj Bajaj at x8979
- **IMPORTANT:** Remember to rebuild all sections prior to the download, including TBA, online and hybrid sections. In addition, you must rebuild the SOFF screen every time you make any change to the Funding Accounting Method, the days or times.
- For online sections, use **(ON)** for the building and **(LINE)** for the room on the SOFF screen. **This must be done prior to the Download.**
- Remember to use exact start and end dates for short-term sections, and they're all short-term in Summer.
  - Section Meeting Days: M-TH      Section Start & End Dates: 06/18-07/26      (estimate)
  - Section Meeting Days: M/W      Section Start & End Dates: 06/18-07/25      (estimate)
  - Section Meeting Days: T/TH      Section Start & End Dates: 06/19-07/26      (estimate)
  - Section Meeting Days: S      Section Start & End Dates: 06/23-07/21      (estimate)
  - Section Meeting Days: S/Su      Section Start & End Dates: 06/23-07/22      (estimate)
  - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)
- Short term sections: check the Funding Accounting Method on all sections. Most face-to-face sections will use "D," and most online or hybrid sections will use "I." Check with Raj Bajaj (x8979) for TBA sections.
- Use the comment templates provided – contact District Educational Services if you have any questions.
- ***DOUBLE-CHECK YOUR ASCI COMMENTS FOR SPELLING, PUNCTUATION, GRAMMAR AND FORMATTING ERRORS.***
- **Run your exception reports before the download** - you'll catch most of the errors and won't have to change as much on the proof.
- Remove rooms not "owned" by your department. This includes all RXHS/STOK rooms! Check before you assign a room at these locations.
- Check your cross-listed sections. Check dates and times on both sections, plus make sure they are cross-listed with the correct class.

