

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
SCHEDULE DEVELOPMENT INFORMATION**

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
08/28 (PM)	Fall term begins, Chairs/Deans/VPs receive rolled section info	Chairs/Deans/VPS
09/21	Chairs/Deans/VPs give info to IDSs by end of day	Chairs/Deans/VPs
10/05	Last day for schedule input	IDS
10/11	Proof #1	Creative Services
10/25	Final changes entered by end of day	IDS
11/02	Final proof of Schedule of Classes (no changes accepted)	Creative Services
11/05	Schedule of Classes published to web	Creative Services
11/13	Priority Reg Group 1 (ESTIMATED)	Student Services

- Please refer to 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.**
- 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 your cross-listed sections. Check dates and times on both sections, plus make sure they are cross-listed with the correct class.

WINTER DATES

*Day and Evening Classes (6-week session): Jan 2 – Feb 7, 2019 *

Weekend Classes (5-weekend session): Jan 5 – Feb. 3, 2019

Holiday(s): January 21

- Remember to use exact start and end dates for short-term sections:
 - Section Meeting Days: M-TH Section Start & End Dates: 01/02-02/07 (estimate)
 - Section Meeting Days: M/W Section Start & End Dates: 01/02-02/06 (estimate)
 - Section Meeting Days: T/TH Section Start & End Dates: 01/03-02/07 (estimate)
 - Section Meeting Days: S Section Start & End Dates: 01/05-02/02 (estimate)
 - Section Meeting Days: S/Su Section Start & End Dates: 01/05-02/03 (estimate)
 - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)

SPRING DATES

*Day & Evening Classes (16-week session): Feb 11–Jun 7, 2019

Weekend Classes (14-weekend session): Feb 23 – Jun 2, 2019

Holiday(s): February 15, 18; April 1; May 27

Spring Break: April 8-14

- Remember to use exact start and end dates for short-term sections:
 - Section Meeting Days: M-TH Section Start & End Dates: 02/11-06/06 (estimate)
 - Section Meeting Days: M/W Section Start & End Dates: 02/11-06/05 (estimate)
 - Section Meeting Days: T/TH Section Start & End Dates: 02/12-06/06 (estimate)
 - Section Meeting Days: S Section Start & End Dates: 02/23-06/01 (estimate)
 - Section Meeting Days: S/Su Section Start & End Dates: 02/23-06/02 (estimate)
 - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)

