WINTER 19 (19WIN)
RIVERSIDE COMMUNITY COLLEGE DISTRICT
SCHEDULE DEVELOPMENT INFORMATION

Date	Task	Responsibility
09/14	Chairs/Deans/VPs give info to IDSs by end of day	Chairs/Deans/VPs
09/21	Last day for schedule input	IDS
09/24	**PULL #1**	Creative Services
09/26	Proof #1	Creative Services
10/08	Chairs/Deans/VPs review of proof complete and to IDS by end of day	Chairs/Deans/VPs
10/12	Final changes entered by end of day	IDS
1110/15	**FINAL PULL**	Creative Services
10/17	Final proof of Schedule of Classes (no changes accepted)	Creative Services
10/29	Schedule of Classes published to web	Creative Services

DATES
*Day and Evening Classes (6-week session): January 2 – February 7, 2019 *
Weekend Classes (5-weekend session): January 5 – February 3, 2019
Holiday(s): January 21

- 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 <u>rebuild all sections prior to the download</u>, including TBA, online and hybrid sections. In addition, you must rebuild the SOFF screen <u>every time</u> 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:
- Winter dates are as follow:
  - 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)
- 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 roomsCheck your cross-listed sections. Check dates and times on both sections, <u>plus make sure they are cross-listed with the correct class</u>.