



# Scheduling Timeline

Spring 2021





## Step 1 – Prepare and Distribute



Academic Deans receive preparation packets via email to prepare SP21 schedule for submission. Packets will include the following reports:

- SP21 Addition form
- SP20 XSCH
- SP20 ENST
- SP20 XCAN
- SP21 XSCH roll over





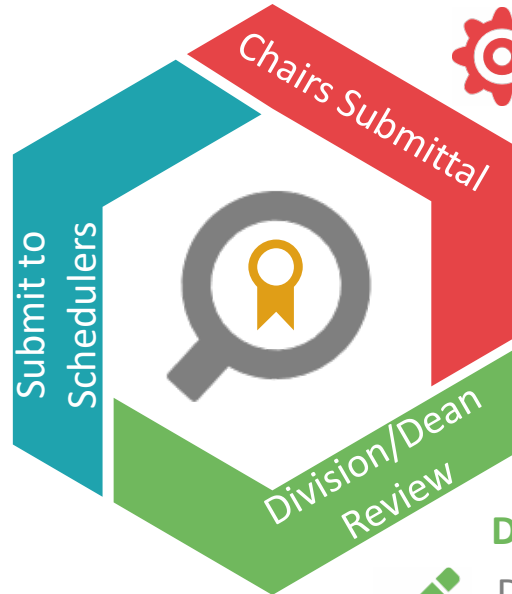
## Step 2 – Division Office and Dean

1 – 2 weeks



### Submit to Schedulers

After review, the deans submit the schedules to the Office of Instruction.



### Chairs Submittal



Chairs return draft to division office and dean.

### Division/Dean Review



Divisions review and deans create FTES projections.



Step 3

6 weeks

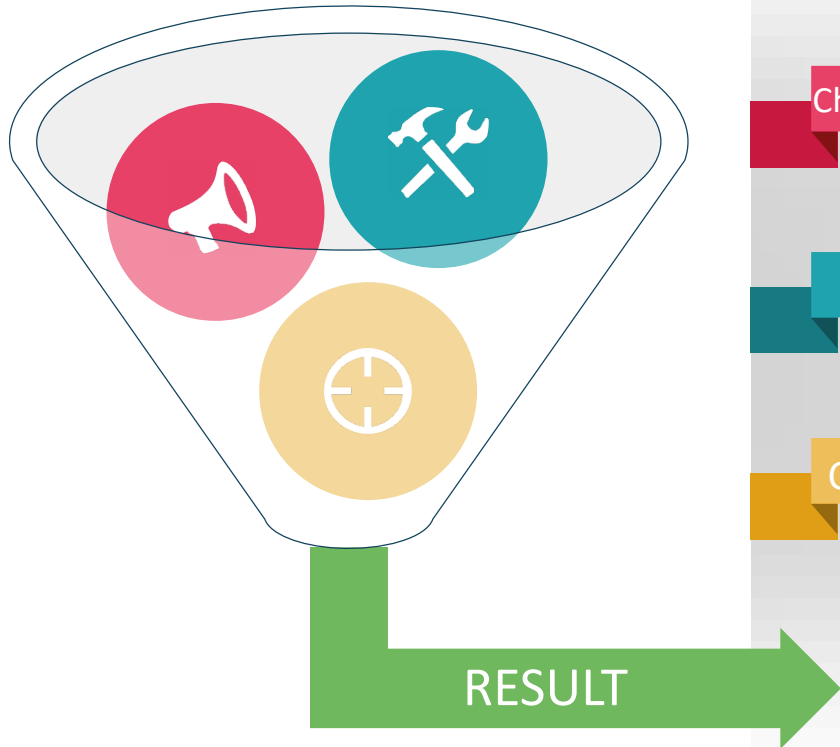


### Schedulers Input in Colleague

Schedulers input  
each class  
individually into  
Colleague.

# Step 4

Schedule back to divisions.



Chairs/Deans Review

Chairs and deans review for accuracy.

Make Adjustments

Chairs and deans make any final adjustments.

Confirm Staffing

Chairs and deans confirm staffing.

A schedule that is returned to the Office of Instruction for final processing.



## Important Elements Along the Way



### Class Hours

Meeting pattern, attendance accounting method, student contact hours, etc.



### Time Blocks

Verify class falls within the scheduling time blocks.



### Class Notes

Class notes, arranged hours, etc.



### Class Info

Petitions, caps, waitlist, coding, etc.



### Faculty Info

Faculty ID's, hourly or contract, etc.

## Information

TAKEN INTO ACCOUNT



## Final Steps and Publish

3 weeks



TIME

Check  
Data

Run  
Reports

Fix Errors

Re-Run  
Reports

Prep/Run  
R25

1

2

3

4

5

Check and re-check data to ensure accuracy.

Run Colleague error reports and others.

Fix errors if needed.

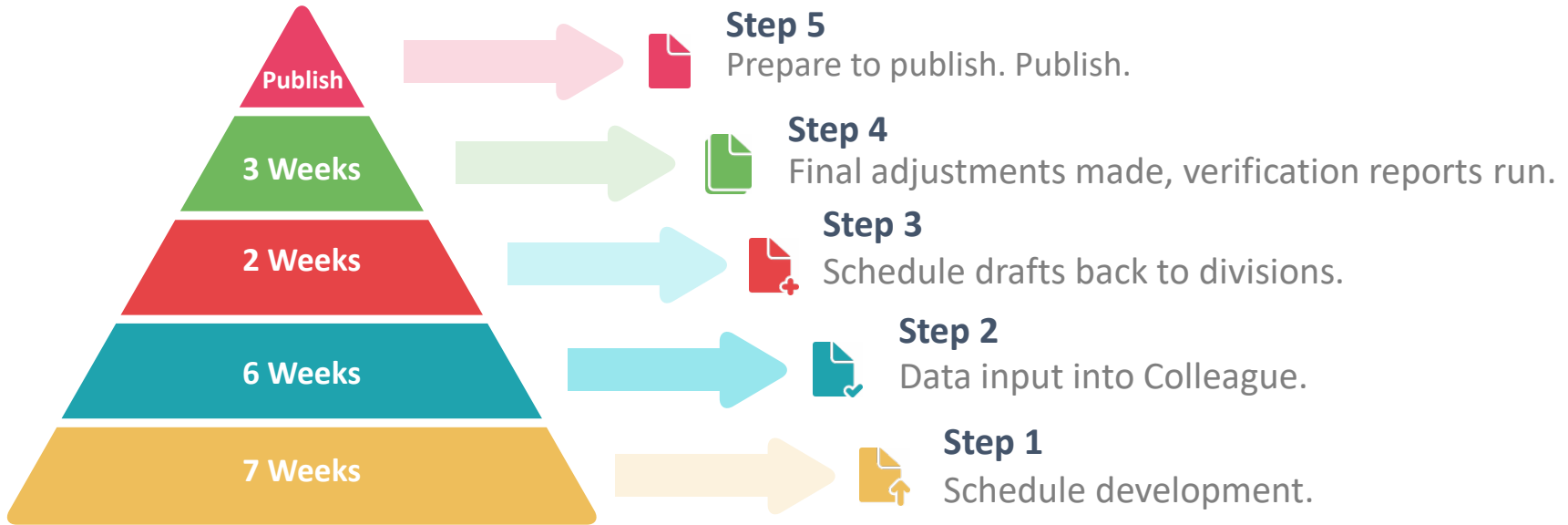
Continue to run reports until there are no errors.

Prep for and run R25 for rooms.



# WORK

18 WEEK EFFORT ESTIMATION







## Questions? More Information?

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*Schedulers*



San Bernardino  
**Valley College**