

GBC COURSE PLANNING TIMELINE - Summer and Fall 2021

Draft: Final

Last Updated:
12/11/2020

	Effective Date	Task	Notes
	12/16/2020	A&R rolls Summer/Fall 2020 class schedule to Summer/Fall 2021 term.	Registrar's Office
	12/16/2020	SIS Ops uploads class schedule for Summer/Fall 2021	SIS Ops Department
	12/16/2020	SIS Ops opens Term Security	SIS Ops Department
	1/4/2021	Faculty start turning in book orders. <u>If the course does not require a book, a submission is still required.</u>	Submit orders online through portal uploaded by Webmaster.
12/16/2020	1/31/2021	<u>Department chairs</u> plan classes to add, change & delete.	Department Chairs, Faculty, and Dean's
2/1/2021	2/10/2021	<u>Elko Support Staff</u> make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Department Support Staff
2/1/2021	2/10/2021	<u>Center Support Staff</u> makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Center Directors and center support staff
	2/3/2021	Marketing Department starts advertising that Registration Opens April 6, 2020 on website	Marketing Department
	2/11/2021	Preliminary Schedule Due - Department Chairs and Faculty submit course lists to support staff for Summer/Fall 2021	Department Chairs and Faculty
2/12/2021	2/16/2021	Support staff enter IAV originating classes. NO room #'s. Room #'s will be decided at Center Director Meeting.	Department Support Staff and Center Support Staff
	2/19/2021	Lecture Capture Requests submitted to IAV office.	Faculty
	3/12/2021	Book orders due to Bookstore for Summer/Fall.	Department Chairs, Faculty, and Dean's
2/17/2021	2/18/2021	Center Director's to select IAV classes to receive.	Center Director Meeting
	2/23/2021	IAV receiving classes must be in PS by this date	All IAV classes are due.

2/22/2021	2/26/2021	Departments review schedule. Changes made by Department Support Staff. The schedule should be complete.	Departments are 100% responsible for content.
	3/15/2021	Adds, changes, cancels (<i>as required and no deletes allowed</i>) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. Dean's Approval Required.	
2/24/2021	3/21/2021	Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 3/22/2021.	Department Support Staff
	3/22/2021	Final Schedule Due: Deadline to add Summer/Fall classes. Classes added after this date will be on the web site.	
		<u>Marketing Department</u> starts advertising that Registration opens 4/5/2021 on website	Marketing Department
3/23/2021	3/25/2021	No PS access. 25 Live Data Prep and cleanup Peoplesoft Class Schedule Security will be closed to all, but Dean's Assistants and Center Directors.	25Live optimization
	3/29/2021	Schedule is posted online for Summer/Fall 2021	Webmaster
	3/29/2021	Send out first part of printed schedule for editing	Marketing (Do we do this anymore?)
	4/5/2021	Registration for Summer and Fall 2021 Starts	Admissions and Records Department
	5/21/2021	Summer Classes Begin	
	8/30/2021	Fall Classes Begin	