

Class Scheduling  
 Department Chairs Schedule Building Calendar  
 Spring 2020, Summer & Fall 2020, and Spring 2021

Phoenix College > Employees > Instructional Support Services > Resources

Due Date (Subject to Change)	Day	Month & Activity
August 2019		
8/1-8/31		Summer and Fall 2019 Schedule Maintenance continues through December 2019 Spring 2020 Schedule Building continues through September 6, 2019
8/7	Wednesday	Deadline to submit to ISS completed Course Fee Applications to be GB approved in September effective Spring 2020

		Spring 2020 Quality Control by Schedule Builders Spring 2020
9/16	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule Report End of Spring 2020 Schedule Building phase.  Beginning of Spring 2020 Schedule Maintenance phase.- Edit and submit COMs for new and existing Spring 2020 Class Schedule
October 2019		
10/7	Monday	Beginning of Summer and Fall 2020 Schedule Building phase. ISS requests PTC (aka Rollover)
10/28	Monday	Distribution of MCCD_SR_3530 Proofing Department Class Schedule Report and supporting reports, if applicable, (i.e., PCC_0060, No Credit, etc.) Summer and Fall 2020
10/28-11/22 (4 wks)		Review MCCD_SR_3530 Proofing Department Class Schedule Report Summer and Fall 2020 and submit revisions to Instructional Support Services' Office, F220. Please carefully review the following fields which most frequently are overlooked – x Course & Class Notes



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