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

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.

1 – 2 weeks
Step 2 – Division Office and Dean Submit to Schedulers

Schedulers input each class individually into Colleague.

Step 3

Schedulers Input in Colleague

6 weeks
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.

RESULT
A schedule that is returned to the Office of Instruction for final processing.
Important Elements Along the Way

Information

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.

TAKEN INTO ACCOUNT
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.

TIME

3 weeks
18 WEEK EFFORT ESTIMATION

Step 1: Schedule development.

Step 2: Data input into Colleague.

Step 3: Schedule drafts back to divisions.

Step 4: Final adjustments made, verification reports run.

Step 5: Prepare to publish. Publish.
Questions?  
More Information?

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_Schedulers_