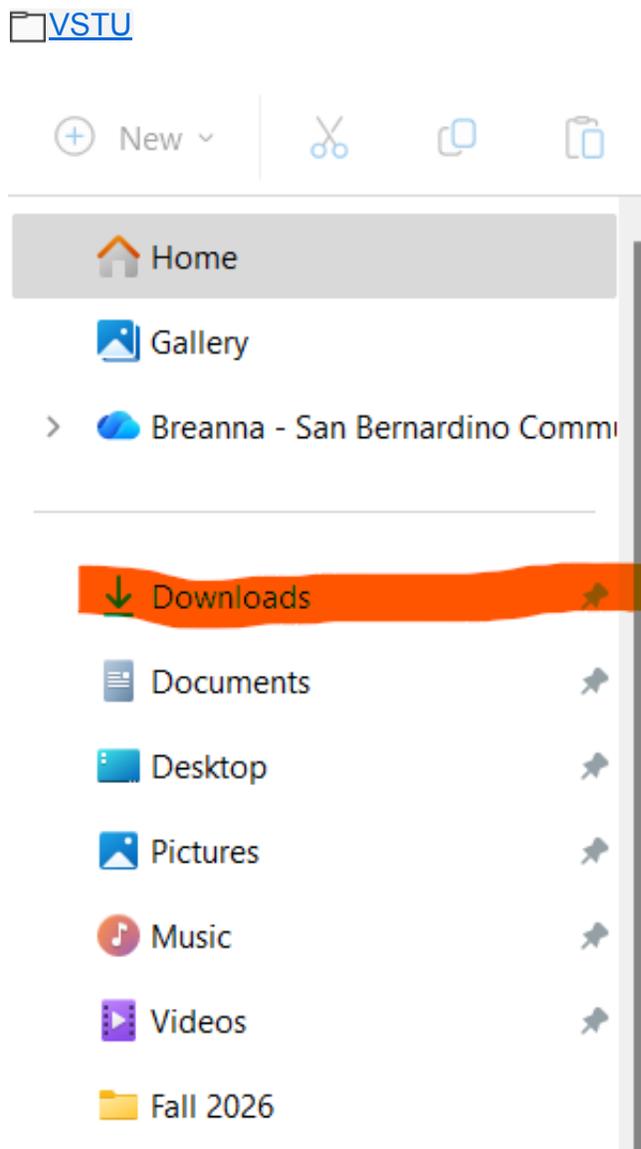


From: Lopez, Breanna R. bcurry@valleycollege.edu
Subject: VSTU Summer and Fall 2026 -Schedule Rollover Email
Date: October 20, 2025 at 1:37 PM
To: Cota, Marco A. C. mcota@sbccd.cc.ca.us, Rodriguez, Maria Del Carmen marodrig@valleycollege.edu, Bulgarelli, Nancy nbulgarelli@valleycollege.edu, Moeung, Botra R. bmoeung@valleycollege.edu, Salyer, Jamie E. jsalyer@valleycollege.edu
Cc: Hector, Leticia M. lhector@valleycollege.edu, Lupita Castaneda lcastaneda@valleycollege.edu



Dear Faculty Chair,

The summer and fall scheduling process is here! As we approach the new scheduling term, we wanted to share that you can now find all your scheduling documents in OneDrive, you can find the link below. Once you click on the link download the file, then click on your downloads (screenshot below) and then open the folder. You should then be able to find the folder in your OneDrive folder



To help you navigate the scheduling process we have Coursedog training opportunities available. Before you meet with us please review the Coursedog training materials and sue the scheduling tool or Fall 2026 Short Term Start & End Dates to accuratelv calculate and

adjust your class meeting times.

- To book a meeting please use the following link:
<https://calendly.com/bcurry-sbccd/coursedog-training>

Reminder all schedules must be entered in Courshedog.

For the first draft of the Summer/Fall 2026 schedule:

- Faculty chairs will need to save/submit their schedules by **Sunday, November 21, 2025 at 11:59pm.**

- The division deans need to save their schedules by **Friday, December 5, 2025 at 11:59pm.**

Note: SAVE is the new submit

- For all deadlines, please use the timeline on OneDrive.

Notes:

- If there is not a rollover for a particular group of classes that means, there were curricular changes, and we need the classes added in Courshedog.
- You can use Summer & Fall 25 schedule as guidance for your schedule additions.

Please do not hesitate to contact Breanna, Lupita, or the Vice President of Instruction with any questions. Thank you in advance for your assistance in this process!

Thank you,



Breanna Lopez | Schedule/Catalog Data Specialist

Office of Instruction

San Bernardino Valley College

bcurry@sbccd.cc.ca.us

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San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

