

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SCHEDULE DEVELOPMENT INFORMATION**

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
01/22-02/01	Term Roll and End Date Management	Ed. Services/IT
03/01	Last day for schedule input	IDS
03/04	<b>Pull #1</b>	Creative Services
03/15	<b>Proof #1</b>	Creative Services
03/22	Deans/VPs review complete and to IDS by end of day	Deans/VPs
04/05	Final changes entered by end of day	IDS
<b>04/08</b>	<b>Final Pull-section info available via WebAdvisor &amp; Public site</b>	Creative Services
04/19	Final draft of Schedule of Classes (no changes accepted)	Creative Services
04/24	Schedule of Classes published to web	Creative Services
05/06	Priority Reg Group 1	Student Services

- Please refer to [academic.rcc.edu/ir/reporting.html](http://academic.rcc.edu/ir/reporting.html) for scheduling grids and resources:
  - If you have any questions regarding scheduling grids, please contact Raj Bajaj at x8979
- **IMPORTANT:** Remember to rebuild all sections prior to the download, including TBA, online and hybrid sections. In addition, you must rebuild the SOFF screen every time you make any change to the Funding Accounting Method, the days or times.
- For online sections, use (ON) for the building and (LINE) for the room on the SOFF screen. **This must be done prior to the Download.**
- Short term sections: check the Funding Accounting Method on all sections. Most face-to-face sections will use “D,” and most online or hybrid sections will use “L.” Check with Raj Bajaj (x8979) for TBA sections.
- Use the comment templates provided – contact District Educational Services if you have any questions.  
**DOUBLE-CHECK YOUR ASCI COMMENTS FOR SPELLING, PUNCTUATION, GRAMMAR AND FORMATTING ERRORS.**
- **Run your exception reports before the download** - you’ll catch most of the errors and won’t have to change as much on the proof.
- Remove rooms not “owned” by your department. This includes all RXHS/STOK rooms. Check your cross-listed sections. Check dates and times on both sections, plus make sure they are cross-listed with the correct class.

**SUMMER DATES**

**\*Day and Evening Classes (6-week session): June 17-July 25, 2019 \***

**\*Weekend Classes (5-weekend session): June 22-July 21, 2019\***

**\*Holiday(s): July 4\***

- Remember to use exact start and end dates for short-term sections:
  - Section Meeting Days: M-TH      Section Start & End Dates: 06/17-07/25 (estimate)
  - Section Meeting Days: M/W      Section Start & End Dates: 06/17-07/24 (estimate)
  - Section Meeting Days: T/TH      Section Start & End Dates: 06/18-07/25 (estimate)
  - Section Meeting Days: S      Section Start & End Dates: 06/22-07/20 (estimate)
  - Section Meeting Days: S/Su      Section Start & End Dates: 06/22-07/21 (estimate)
  - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)

**FALL DATES**

**\*Day & Evening Classes (16-week session): August 26-December 14, 2019**

**\*Weekend Classes (14-weekend session): August 31-December 14, 2019\***

**\*Holiday(s): September 2, November 11, 28\* \*Classes not in session: Nov. 29, 30, Dec. 1\***

- Remember to use exact start and end dates for short-term sections:
  - Section Meeting Days: M-TH      Section Start & End Dates: 08/26-12/05 (estimate)
  - Section Meeting Days: M/W      Section Start & End Dates: 08/26-12/04 (estimate)
  - Section Meeting Days: T/TH      Section Start & End Dates: 08/27-12/05 (estimate)
  - Section Meeting Days: S      Section Start & End Dates: 08/31-12/07 (estimate)
  - Section Meeting Days: S/Su      Section Start & End Dates: 08/31-11/24 (estimate)
  - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)

