

Class Scheduling Timeline for Summer/Fall 2012

The following is a guide for Apprenticeship, Non-Credit, and Day School class scheduling for Summer/Fall 2012.

Important Dates:

- **Day School:** (Detailed Timeline is on p. 2)
 - 1/9–1/23/12** * Divisions complete DE **CABLE** class scheduling
 - 1/9–1/30/12** * Divisions complete DE **WWW** class scheduling.
 - * Divisions complete **Evening/Weekend** class scheduling.
 - * Divisions complete Draft #1 Class Schedule
 - * **Learning Communities** and other Programs requiring Support Classes submit REQUEST FOR SUPPORT CLASSES FORMS to Div Chairs.
 - 2/6–2/27/12** * Divisions complete Draft #2 final Class Schedule.
- **Apprenticeship:** Class scheduling 2/4–3/3/12.
- **Non-Credit:** Class scheduling begins 3/19/12.

Special Note for Day School Div Chairs, Faculty and Staff:

HCC publishes UC, Tech I, and Tech II class schedules on the Class Availability website (<http://www.sis.hawaii.edu/uhdad/avail.classes?i=HON>) two weeks prior to the start of registration. The Timeline that follows is a guide for preparing Summer/Fall 2012 class schedules to be viewed on Class Availability effective 3/23/12.

Summer/Fall 2012 Class Scheduling Timeline:

1.	01/9/12	Day School Draft #1: Div Secretaries distribute Summer/Fall 2012 class printouts to Div Chairs, DE Coordinator, LC Coordinator, Coop Ed Coordinator, Service Learning Coordinator, and copy to Deans.
2.	1/9–1/23	Day School DE CABLE: Div Chairs review <ul style="list-style-type: none"> • Faculty complete DE <u>CABLE</u> class scheduling • Div Chairs return approved DE CABLE revisions <i>as completed</i> to Div Secretaries by <u>1/23</u>. DE CABLE class schedule is final on <u>1/27</u>
3.	1/23-1/25	Day School DE CABLE: Div Secretaries update DE <u>CABLE</u> classes in <i>BANNER</i> , then print-out for Div Chairs, DE Coordinator, and copy to Deans. DE CABLE class schedule is final on <u>1/27</u> .
4.	1/9–1/30	Day School Draft #1: Div Chairs review Draft #1 <ul style="list-style-type: none"> • Faculty complete DE <u>WWW</u> class scheduling • Faculty complete <u>Evening & Weekend</u> class scheduling • Learning Communities and other Programs requiring Support Classes submit REQUEST FOR SUPPORT CLASSES FORMS to Div Chairs. (forms available at: http://honolulu.hawaii.edu/intranet/forms/support.doc) • Div Chairs return approved revisions <i>as completed</i> to Div Secretaries by <u>1/30</u>
5.	1/30	Day School Draft #1: Div Chairs complete Draft #1 (DE <u>WWW</u> and <u>Evening/Weekend</u> classes are final) and return approved revisions to Div Secretaries.
6.	1/30–2/3	Day School Draft #1: Div Secretaries update classes in <i>BANNER</i> , then print-out Draft #2 for Div Chairs, DE Coordinator, LC Coordinator, Coop Ed Coordinator, Service Learning Coordinator, and copy to Deans.
7.	2/4	Apprenticeship: Evening/Weekend Apprenticeship classes are scheduled in <i>BANNER</i> <u>2/4-3/3</u>
8.	2/6–2/27	Day School Draft #2: Div Chairs review Draft #2 for final updates <ul style="list-style-type: none"> • Faculty complete day class scheduling • Div Chairs return approved revisions <i>as completed</i> to Div Secretaries by <u>2/27</u>
9.	2/27	Day School Draft #2: Div Chairs complete Draft #2 and return final approved revisions to Div Secretaries. <i>(Room conflicts have been resolved. Deans have verified support classes, curriculum updates, and schedule changes.)</i>
10.	2/27–3/2	Day School Draft #2: Div Secretaries finalize classes in <i>BANNER</i> , then print-out final list for Div Chairs, DE Coordinator, LC Coordinator, Coop Ed Coordinator, Service Learning Coordinator, and copy to Deans.
11.	3/5–3/9	MIR: Download Day School and Apprenticeship Classes into <i>SCHEDULER PLUS</i> and generate Room Conflict Report.
12.	3/12–3/16	Day School and Apprenticeship: Resolve Room Conflicts.
13.	3/19	Non-Credit: Begin Room Booking in <i>SCHEDULER PLUS</i> .
14.	3/19/12	Web: Class Availability website goes live. <i>(Target date)</i>
15.	3/26-3/30	Spring Break
16.	4/9/12	Web: Continuing Student Registration begins. <i>(Tentative date)</i>

(Updated 1/3/12)

Distribution: CLT and HCC Intranet (http://honolulu.hawaii.edu/intranet/dates/soc_timeline.pdf).