FALL 2022 Scheduling

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Who	*What*	*When*
Curriculum Specialist	Enters Fall 2022 curriculum updates in Colleague	Nov 2-Dec 3, 2021
Curriculum Specialist/YCCD IT	Rolls FALL 2022 schedule	Dec 3, 2021
Deans	Ensure that schedule is ready for Colleague entry by Senior Secretaries. Provide schedule to Secretaries	Jan 31, 2022
Senior Secretaries	**Schedule FALL 2022 sections**	Feb 1 - Mar 1, 2022
Senior Secretaries	Distribute DRAFT FALL SCHEDULE to faculty for edits	Mar 2, 2022
Deans	Collect Fall Schedule edits for Colleague entry by Secretaries	Mar 7, 2022
Deans/ Division Staff	**SECTION-BUILD DEADLINE for FA22:** • All FA22 sections must be entered • All faculty assigned on 1st line of FASC (STAFF assignments minimal) • All FT Reg Faculty loads at 100% • Room conflicts resolved • All errors corrected in *Section Calculation Report* • Identify ZTC/HYBRD/ONLNE/CCA Sections • ***Changes after March 11 require VPI approval***	**March 11, 2022 5 PM**
Instruction Office/ Senior Secretaries	Review and update Section Calculation and HC Load Reports	Mar 14-18 2022
Senior Secretaries	Finalize all ZTC/HYBRD/ONLNE/CCAP Course Types Entries on SECT	Mar 21-25, 2022
Events/Fac. Specialist	Uploads schedule to EMS and notifies Divisions of room conflicts	Mar 28 - Apr 1, 2022
VPI Secretary	**FALL SCHEDULE GOES LIVE** on connectColumbia; publicized internally by VPI Secretary	April 11, 2022
FA22	**PRIORITY REGISTRATION** begins	**May 9, 2022**
Senior Secretaries	Distribute FALL Load Allocation forms to faculty for signature	Aug 25 (In-Service), 2022
Senior Secretaries	Prepare packet* for each faculty and submit to Instruction Office **FA22 Load Allocation forms, Annual Load Allocation forms, HC Load Report*	Aug 26, 2022
FA22	**Fall Semester**	**Aug 29, 2022**
Division Staff	***IF*** schedule changes affecting load occur after Aug 20, submit **REVISED** packet materials to Instruction Office	Sept 12, 2022

All dates subject to change. Updated 12/3/21