GBC COURSE PLANNING TIMELINE - Summer and Fall 2023

2023 begin date	2023 Effective date	Task	Notes
	11/30/22	A&R rolls Summer/Fall 2022 class schedule to Summer/Fall 2023 term.	Registrar's Office
	11/30/22	Term Security is opened	SIS Ops Department
	12/16/22	SIS Ops uploads class schedule for Summer/Fall 2022	SIS Ops Department
1/3/2023	3/13/23	Faculty start turning in book orders. If the course does not require a book, a submission is still required.	Submit orders orders online through portal uploaded by Webmaster.
12/17/22	1/30/23	Department chairs plan classes to add, change & delete.	Department Chairs, Faculty, and Dean's
2/1/23	2/10/23	Elko Support Staff make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Department Support Staff
2/1/23	2/10/23	Center Support Staff makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.	Center Directors and center support staff
	2/3/23	Marketing Department starts advertising that Registration Opens April 4, 2023 on website	**Marketing Department**
	2/10/23	**Preliminary Schedule Due - Department Chairs and Faculty submit course lists to support staff for Summer/Fall 2021**	Department Chairs and Faculty
2/13/23	2/17/23	Support staff enter IAV originating classes. NO room #'s. Room #'s will be decided at Center Director Meeting.	Department Supprt Staff and Center Support Staff
	2/20/23	Lecture Capture Requests submitted to IAV office.	Faculty
	3/14/23	**Book orders due to Bookstore for Summer/Fall.**	Department Chairs, Faculty, and Dean's

2/16/23	2/17/23	Center Director's to select IAV classes to receive.	**Center Director Meeting**
	2/24/23	IAV receiving classes must be in PS by this date	All IAV classes are due.
2/20/23	3/10/23	Departments review schedule. Changes made by Department Support Staff. The schedule should be complete.	Departments are 100% responsible for content.
	3/10/23	Adds, changes, cancels (as required and no deletes allowed) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. Dean's Approval Required.	
3/3/23	3/24/23	Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 3/22/2023.	Department Support Staff
	3/24/23	**<u>Final Schedule Due: Deadline to add Summer/Fall classes. Classes added after this date will be on the web site.</u>**	
	4/3/23	<u>Marketing Department starts advertising that Registration opens 4/4/2023 on website</u>	Marketing Department
	3/22/23	**No PS access. 25 Live Data Prep and cleanup Peoplesoft Class Schedule Security will be closed to all, but Dean's Assistants and Center Directors.**	25Live optimization
	3/27/23	Schedule is posted online for Summer/Fall 2023	Webmaster
	4/3/23	**Registration for Summer and Fall 2023 Starts**	Admissions and Records Department
	6/12/23	Summer Classes Begin	
	8/28/23	Fall Classes Begin	