

**SUFFOLK COUNTY COMMUNITY COLLEGE  
 MASTER SCHEDULE DEVELOPMENT CALENDAR  
 2013-2014  
 BANNER**

**Actions needed to be taken by Academic/Assistant Chairs.**

PROCESS	FALL 2013 DEADLINES	WINTERSESSION 2013-2014 DEADLINES	SPRING 2014 DEADLINES	SUMMER 2014 DEADLINES
Associate Dean for Planning and College Master Schedule meets with: <ul style="list-style-type: none"> <li>• Vice President for Academic and Student Affairs</li> <li>• Associate Vice President for Student Affairs</li> <li>• Associate Vice President for Academic Affairs</li> <li>• College Dean of Enrollment Management</li> <li>• College Registrar</li> </ul> to discuss and review upcoming master schedule with relationship to enrollment trends, special initiatives and enrollment management.	December 2012	April 2013	April 2013	December 2013
MSPC Campus Liaisons have Academic/Assistant Chairs and/or Building Administrators perform annual review and inventory of campus facilities, rooms and attributes. MSPC Campus Liaisons forward changes to MSPC for review. Associate Dean for Planning and College Master Schedule updates master facilities program in Banner (SLABLDG and SLARDEF).	Annually June 2012	Annually June 2013	Annually June 2013	Annually June 2013
Associate Dean for Planning and College Master Schedule and College Registrar prepare SOATERM for the “ROLL” and then “ROLL’s” the Banner Master Schedule from prior year and similar semester.	January 22, 2013	August 26, 2013	May 27, 2013	December 30, 2013
Associate Dean for Planning and College Master Schedule notifies the IT Department, MSPC Campus Liaisons, Enrollment Management Team and campus Executive Deans re: master schedule “ROLL”. When roll, contact John Gannon to run SICAS shadow table. Run section fee exception report. Update incorrect section fees.	January 23, 2013	August 27, 2013	May 28, 2013	December 31, 2013
MSPC Campus Liaisons e-mail notification of Banner master schedule “ROLL” to academic chairs and all individuals involved in schedule development on respective campuses.	January 30, 2013	September 3, 2013	June 4, 2013	January 7, 2014
MSPC Campus Liaisons meet with academic/assistant academic chairs to discuss schedule goals. MSPC Campus Liaisons discuss schedule goals with Executive Deans and make recommendations on master schedule update with enrollment trends and special initiatives in mind.	February 6, 2013	September 10, 2013	June 11, 2013	January 14, 2014

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Associate Dean for Planning and College Master Schedule extracts exception reports on incorrect parts of term, incorrect and over the seat limit in rooms. MSPC Campus Liaisons along with Academic/Assistant Chairs review special messages in Banner at the section level (SSATEXT and SSADETL), perform updates and adjust parts of term, start/end dates, remove D2L fee if no longer a D2L section, enter class meeting dates for Blended course sections, prior year's independent study sections (297) are removed from academic schedule, etc. These updates will appear on Banner SSB.	February 18, 2013	October 23, 2013	October 23, 2013	February 17, 2014
MSPC campus liaisons perform final review of schedule with Academic/Assistant Chairs. Academic/Assistant Chairs input final changes and updates.	February 25, 2013	October 30, 2013	October 30, 2013	February 24, 2014
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT (2 weeks before Priority Registration)	March 4, 2013	October 7, 2013	October 7, 2013	March 3, 2014
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT (2 weeks before bills are mailed out for the semester)	May 22, 2013	October 7, 2013	November 20, 2014	March 3, 2014
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT (2 weeks before the start of the semester)	August 19, 2013	December 12, 2013	January 7, 2014	May 13, 2014
Late Add Restriction: courses that have been preapproved via VP of Academic and Student Affairs. Add restriction: 1 <sup>st</sup> day of part of term Remove restriction: 2 weeks into part of term.				
<b>PRIORITY REGISTRATION-START DATE</b>	April 2013	November 2013	November 2013	April 2014
Annual Update of Calendar	Annually June	Annually June	Annually June	Annually June

MSPCCalendar2013-2014

Last update: March 18, 2013