

**SUFFOLK COUNTY COMMUNITY COLLEGE
 MASTER SCHEDULE DEVELOPMENT CALENDAR
 2014-2015
 BANNER**

Actions needed to be taken by Academic/Assistant Chairs.

PROCESS	FALL 2014 DEADLINES	WINTERSESSION 2014-2015 DEADLINES	SPRING 2015 DEADLINES	SUMMER 2015 DEADLINES
Associate Dean for Planning and College Master Schedule meets with: <ul style="list-style-type: none"> • Vice President for Academic and Student Affairs • Associate Vice President for Student Affairs • Associate Vice President for Academic Affairs • College Dean of Enrollment Management • College Registrar to discuss and review upcoming master schedule with relationship to enrollment trends, special initiatives and enrollment management.	December 2013	April 2014	April 2014	December 2014
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 2013	Annually June 2014	Annually June 2014	Annually June 2014
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 21, 2014	August 25, 2014	May 27, 2014	December 29, 2014
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 22, 2014	August 26, 2014	May 28, 2014	December 30, 2014
The office of the Associate Dean for Planning and College Master Schedule removes from the master schedule all Independent Study (297) courses from the prior year. An extract of prior semester Special Topics (295 & 296) offerings is reviewed and any special topics courses that have been offered more than two times in four semesters will be removed from the master schedule.	January 23, 2014	August 27, 2014	May 29, 2014	December 31, 2014

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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 29, 2014	September 2, 2014	June 3, 2014	January 6, 2015
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 5, 2014	September 9, 2014	June 10, 2014	January 13, 2015
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, 2014	October 28, 2014	October 22, 2014	February 17, 2015
MSPC campus liaisons perform final review of schedule with Academic/Assistant Chairs. Academic/Assistant Chairs input final changes and updates.	February 24, 2014	November 4, 2014	October 29, 2014	February 23, 2015
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT (2 weeks before Priority Registration)	March 31, 2014	October 20, 2014	October 20, 2014	March 9, 2015
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT (2 weeks before bills are mailed out for the semester)	TBA	TBA	TBA	TBA
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT (2 weeks before the start of the semester)	August 18, 2014	December 12, 2014	January 5, 2015	May 11, 2015
Late Add Restriction: courses that have been preapproved via VP of Academic and Student Affairs. Add restriction: 1 st day of part of term Remove restriction: 2 weeks into part of term.				

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PRIORITY REGISTRATION-START DATE	April 2014	November 2014	November 2014	April 2015
Annual Update of Calendar	Annually June	Annually June	Annually June	Annually June

MSPCCalendar2014-2015

Last update: January 2, 2014