SUFFOLK COUNTY COMMUNITY COLLEGE
MASTER SCHEDULE DEVELOPMENT CALENDAR
2012-2013
BANNER

PROCESS	FALL 2012 DEADLINES	WINTERSESSION 2012-2013 DEADLINES	SPRING 2013 DEADLINES	SUMMER 2013 DEADLINES
Associate Dean for Planning and College Master Schedule meets with: • 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.	August 2011	January 2012	January 2012	September 2012
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 2011	Annually June 2012	Annually June 2012	Annually June 2012
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.	November 28, 2011 Monday	March 21, 2012 Wednesday	March 21, 2012 Wednesday	Sept. 26, 2012 Wednesday
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". IT department runs the shadow table.	November 29, 2011 Tuesday	March 26, 2012 Monday	March 26, 2012 Monday	October 1, 2012 Monday
MSPC Campus Liaisons e-mail notification of Banner master schedule "ROLL" to academic chairs and all individuals involved in schedule development on respective campuses.	November 30, 2011 Wednesday	April 2, 2012 Monday	April 2, 2012 Monday	October 2, 2012 Tuesday
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.	December 5, 2011 Monday	March 30, 2012 Friday	March 30, 2012 Friday	October 1, 2012 Monday
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, etc. These updates will appear on Banner SSB.	January 17, 2012 Tuesday	April 6, 2012 Friday	April 12, 2012 Thursday	October 22, 2012 Monday
Associate Dean for Planning and College Master Schedule runs SZR_PTRM_EXCEPTION_RPT	January 20, 2012 Friday	April 13, 2012 Friday	April 20, 2012 Friday	October 26, 2012 Friday

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MSPC campus liaisons review schedule with Academic/Assistant Chairs to ensure it conforms to "Guidelines for Master Schedule Development" and recommends schedule to the Associate Dean for Planning and College Master Schedule and MSPC.	January 24, 2012 Tuesday	April 23, 2012 Monday	April 27, 2012 Friday	October 30, 2012 Tuesday
Associate Dean for Planning and College Master Schedule reviews master schedule with the Central Enrollment Management Team and recommends the schedule to Vice President for Academic and Student Affairs.	January 27, 2012 Friday	April 30, 2012 Monday	May 7, 2012 Monday	November 2, 2012 Friday
Associate Dean for Planning and College Master Schedule extracts exception reports on incorrect parts of term, incorrect distance education fee assessment, incorrect and over the seat limit in rooms. Reports are reviewed and prior independent study sections (297) are reviewed for removal and contacts MSPC Campus Liaisons to have Academic Chairs make appropriate corrections.				
MSPC campus liaisons perform final review of schedule with Academic/Assistant Chairs. Academic/Assistant Chairs input final changes and updates. After this date any changes made to Banner will not appear in the electronic version of the internal registrar's schedule. SECOND and FINAL "REPORT" of Banner master schedule is extracted, 5:00 pm.	February 10, 2012 Friday	May 22, 2012 Tuesday	June 11, 2012 Monday	January 11, 2013 Friday
Associate Dean for Planning and College Master Schedule extracts both internal registrar's schedule and external master schedule report and forwards screen shots for external master schedule to Director of Publications for editing (Mary Feder).	February 21, 2012 Tuesday	September 5, 2012 Wednesday	September 17, 2012 Monday	January 28, 2013 Monday
Final editing of print copy of external schedule and electronic version of internal registrar's schedule by Office of Publications (Mary Feder) and Associate Dean for Planning and College Master Schedule.	February 21, 2012 Tuesday	September 7, 2012 Friday	September 18, 2012 Tuesday	January 29, 2013 Tuesday
48 hour review by Associate Dean for Planning and College Master Schedule, Director of Publications and MSPC Campus Liaisons. Electronic copy of internal master schedule is distributed college-wide by Associate Dean for Planning and College Master Schedule.	February 29, 2012 Wednesday	September 14, 2012 Friday	October 1, 2012 Monday	February 12, 2013 Tuesday
Final Master Schedule of the internal academic schedule including associated text is made available electronically for priority registration and posted to the College homepage by the College Registrar.	March 12, 2012 Monday	October 5, 2012 Friday	October 9, 2012 Tuesday	February 25, 2013 Monday
PRIORITY REGISTRATION-START DATE	April 2, 2012 Monday	October 22, 2012 Monday	November 13, 2012 Tuesday	April 8, 2013 Monday
Annual Update of Calendar	November	November	November	November