

BAKERSFIELD COLLEGE
Schedule Building Timeline
Spring 2017

Saturday, January 14, 2017 – Friday, May 12, 2017

Critical Reminders:

- Schedule Block Pattern (time blocks) must be followed.
- Schedule within the block pattern only.
- Ensure that the start time fits within the approved block pattern for sections with atypical lecture/lab hours.

Step	Dates	What Happens	Person(s) Responsible
1	May 2016	Identify which semester you wish to roll in Schedule Plus	Deans/Directors/Dept. Chairs
2	May 2016	Draft Schedule uploaded to Schedule Plus for Spring 2017	Scheduler
3	August 8 to August 29, 2016 (Proposed Date)	Schedule due to Dean/Director and Support Staff	Department Chairs
4	September 2, 2016	Priority Room Scheduling Deadline	
5	September 16, 2016	Final adjustments made	Deans/Directors/ Dept. Chairs/Support Staff
6	September 22, 2016	Schedule Plus LOCKED at 5:30 PM	Scheduler
7	October 3, 2016	Schedule Plus uploaded to Banner	Scheduler
8	October 10-17, 2016	Review Spring 2017 schedule information via Banner reports	Deans/Director/Dept. Chairs
9	October 18-25, 2016	Schedule available on BC website for Dean/Department Chair proofing (Web Searches); proof the number of sections, section comments, restrictions, max caps, waitlists, etc.	Deans/Directors/ Dept. Chairs
10	October 26, 2016	Advertised date when students will have web access to view the schedule	A&R, Shannon Musser
11	November 9, 2016	Priority Registration Begins	
12	November 30, 2016	Open Registration Begins	
13	January 14, 2017	Spring Semester Begins	

SPRING 2017 SCHEDULING INFORMATION

HOLIDAYS:

Monday	January 16, 2017	Martin Luther King Day
Friday	February 17, 2017	Lincoln's Birthday
Saturday	February 18, 2017	No Classes
Monday	February 20, 2017	President's Day
Monday-Saturday	April 10 through April 15, 2017	Spring Recess

Pertinent Dates for Spring 2017**DSCH Scheduling: 5-Day (Monday – Friday), 4-Week Sessions**

Example: 2 days a week for 4 weeks = DSCH
 1 day a week for 4 weeks = POSITIVE ATTENDANCE

1 st 4-Week Session	Start Date: Tuesday, January 17, 2017*, End Date: Friday, February 10, 2017 (Holiday: January 16, 2017)
2 nd 4-Week Session	Start Date: Monday, February 13, 2017, End Date: Friday, March 10, 2017 (Holidays: February 17 and February 20, 2017)
3 rd 4-Week Session	Start Date: Monday, March 13, 2017, End Date: Friday, April 7, 2017
4 th 4-Week Session	Start Date: Monday, April 17, 2017, End Date: Friday, May 12, 2017

DSCH Scheduling: 5-Day (Monday – Friday), 6-Week Sessions

1 st 6-Week Session	Start Date: Tuesday, January 17, 2017*, End Date: Friday, February 24, 2017 (Holidays: January 16, February 17, and February 20, 2017)
2 nd 6-Week Session	Start Date: Monday, February 27, 2017, End Date: Friday, April 7, 2017

DSCH Scheduling: 5-Day (Monday – Friday), 8-Week Sessions

1 st 8-Week Session	Start Date: Tuesday, January 17, 2017*, End Date: Friday, March 10th, 2017 (Holidays: January 16, February 17, and February 20, 2017)
2 nd 8-Week Session	Start Date: Monday, March 13, 2017, End Date: May 12, 2017 (Holidays: Spring Recess, April 10 to April 15, 2017)

DSCH Scheduling: 5-Day (Monday – Friday), 12-Week Session

12-Week Session	Start Date: Tuesday, January 17, 2017*, End Date Friday April 7, 2017 (Holidays: January 16, February 17, and February 20, 2017)
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DSCH Scheduling: 5-Day (Monday – Friday), LATE START 12-Week Session

12-Week Session	Start Date: Monday, February 6, 2017, End Date Friday May 5, 2017 (Holidays: February 17, and February 20, 2017)
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*Session starts on Tuesday because Monday, January, 16th is a holiday.

Saturday Class Scheduling

NO Saturday 16-Week Session (Select a 12-Week or 14 Week Session)

DSCH Scheduling: No classes on Saturday, February 18 and Saturday, April 15, 2017.

12-Week Session Start Date: Saturday, January 21, 2017, End Date: Saturday, April 22, 2017
(No class on February 18 and April 15, 2017)

14-Week Session Start Date: Saturday, January 21, 2017, End Date: Saturday, May 6, 2017
(No class on February 18 and April 15, 2017)

4-Week Class Scheduling

Holiday: Monday, January 16, 2017

Accounting Method: DSCH

Example: 2 days a week for 4 weeks = DSCH
 1 day a week for 4 weeks = POSITIVE ATTENDANCE

MONDAY	3 meetings	January 23 through February 6, 2017 (Holiday: January 16, 2017)
TUESDAY	4 meetings	January 17 through February 7, 2017
WEDNESDAY	4 meetings	January 18 through February 8, 2017
THURSDAY	4 meetings	January 19 through February 9, 2017
FRIDAY	4 meetings	January 20 through February 10, 2017

6-Week Class Scheduling

Holidays: Monday, January 16, Friday February 17, and Monday, February 20, 2017

Accounting Method: DSCH

MONDAY	4 meetings	January 23 through February 13, 2017 (Holidays: January 16 and February 20, 2017)
TUESDAY	6 meetings	January 17 through February 21, 2017
WEDNESDAY	6 meetings	January 18 through February 22, 2017
THURSDAY	6 meetings	January 19 through February 23, 2017
FRIDAY	5 meetings	January 20 through February 24, 2017 (Holiday: February 17, 2017)

8-Week Class Scheduling

Holidays: Monday, January 16, Friday, February 17, and Monday, February 20, 2017

Accounting Method: DSCH

MONDAY	6 meetings	January 23 through March 6, 2017 (Holidays: January 16 and February 20, 2017)
TUESDAY	8 meetings	January 17 through March 7, 2017
WEDNESDAY	8 meetings	January 18 through March 8, 2017
THURSDAY	8 meetings	January 19 through March 9, 2017
FRIDAY	7 meetings	January 20 through March 10, 2017 (Holiday: February 17, 2017)

12-Week Class Scheduling

Holidays: Monday, January 16, Friday, February 17, and Monday, February 20, 2017

Accounting Method: DSCH

MONDAY	10 meetings	January 23 through April 3, 2017 (Holidays: January 16 and February 20, 2017)
TUESDAY	12 meetings	January 17 through April 4, 2017
WEDNESDAY	12 meetings	January 18 through April 5, 2017
THURSDAY	12 meetings	January 19 through April 6, 2017
FRIDAY	11 meetings	January 20 through April 7, 2017 (Holiday: February 17, 2017)

DELANO and ARVIN: Follow the same dates as the Main Campus

*****IMPORTANT Information for Department Chairs and Support Staff*****

- Lecture and lab scheduling requires that lecture and lab sessions be scheduled separately. You must use the designated time blocks and use Session 01 and 02 in Schedule Plus. After the schedule has been loaded to Banner, Schedule Plus must be edited using Class Schedule Change Forms to maintain accuracy of data.
- Per HR: All employees are required to have a current TB (Tuberculosis) test on file, along with documented proof of a Live Scan (fingerprints) from the Department of Justice (DOJ). An instructor cannot teach if these requirements are not met. Clearance to teach must come from HR.