

Enrollment Management Subcommittee

December 7, 2018 / 8:30am – 10:00am / CAK 224

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Members Present:

Carol Farrar	Academic Affairs (co-chair)
Kathleen Sell	English
Jami Brown	Sociology
Wendy McEwen	Institutional Effectiveness
James Knieriem	Applied Technology
Rebecca Loomis	Life Science
Kevin Mayse	Music
Mia Timme	IDS, LHSS
Monica Green	Planning & Development
Kyla O’Conner	Admissions & Records

Members Absent:

Tucker Amidon	English (co-chair)
Sandy Baker	Dean, Nursing
Kenneth Cramm	Mathematics
Kristine DiMemmo	Dean, CTE
Ellen Drinkwater	Counseling
Stacy Eldridge	Chemistry
Steve Sigloch	Kinesiology
Dorine Uribe	IDS, FAPA
Kristi Woods	Dean, LHSS
Victor Sandoval	Reading

- I. Call to Order: approximately 8:30am
- II. Approval of Agenda (Kevin Mayse/Kathleen Sell)  
with amendment to include an Early Enrollment update and an A&R report.  
Approval of Minutes (Kathleen Sell/Wendy McEwen) 1 abstention  
with amendment to include revision of adding Dr. Green to the meeting attendees.
- III. Ongoing Business
  1. FTES update (handouts)
    - a. Summary sheet – prediction of where each college will be at the end of year
    - b. 100 FTES have been shifted back to 17/18 making the new target 16,522
    - c. After shifting, adjusting and estimating, RCC is projected to generate 16967 which is 444 above

- d. Reviewed handout (attached) from District projections – the spreadsheets don't match but district uses EMD from Summer & Fall plus historic adjustments that have been made. According to the district, RCC will only be 387 over.
  - e. Discussion regarding funded FTES vs. unfunded FTES, there needs to be a middle ground and departments need to be right-sized
  - f. Of course, all this is an estimate
2. Budget Allocation Model – presented by Dr. West
- a. Dr. West presented and discussed the FTES Costs by Discipline by year, by college
  - b. In the past, the District would cover PT faculty costs from a central fund but this will now be pushed out to the colleges so RCC needs to be more vigilant in watching these costs
  - c. Some programs costs more to run and historically Norco has had the most low costs programs and this could be because of how expensive some of RCC (Cosmo/Nursing) and MVC (Dental, Ben Clark) CTE programs are to run.
  - d. Instructional costs, non-instructional costs, business services and student services costs were divided and calculated to create a grand total of how much each FTES costs per college
    - i. RCC 16/17 \$4930
    - ii. NC 16/17 \$4462
    - iii. MVC 16/17 \$5496
    - iv. RCC 17/18 \$5295
    - v. NC 17/18 \$4754
    - vi. MVC 17/18 \$5528
  - e. Common Courses at all three colleges cost per discipline, courses common at two college, and unique programs at each college were also reviewed (attached) and there are some programs that cost more at one college than another in the district. Many
  - f. Roughly, academic affairs and direct instructional costs for RCC is \$60,711,381
  - g. Homework: think about your own discipline, do they need to be pulled out because they are unique programs with a different set of standard that should be a special program? Such as Culinary, Cosmo, Business groupings, Nursing, Kin, ADM, etc.
  - h. MVC – has identified dental and ADM as their unique programs
  - i. NC – submitted all their programs as unique
  - j. State allocation per FTES is \$6K
3. FTES 19/20 growth areas
- a. Under scheduled areas based on demand and need – History, Political Science, Psychology & Sociology to move students through the most popular majors
  - b. These same courses are the ones that are recommended for students that do not know what courses they want to take
  - c. A balance needs to be found in areas that are growing and areas that are not, this is where the unfunded buffer needs to be until the growth is added to the base
4. Guided Pathways update
- a. RCC Team went to scaling guided pathways last week

- b. As program maps are developed, collaboration across district is needed in identifying recommended courses because not all colleges are offering the same courses. For example, MVC has organic biology on their maps, but doesn't offer the course, therefore RCC needs to know which students at MVC will be at RCC for this course.
  - c. Locally, program maps are being finished up. 30 more are in the works and being formatted in the template to upload online. Branding is also being worked on as well as onboarding changes for the next group of students
  - d. 19/20 – how do we keep program maps up to date – honing in on Pillar 4 0 ensuring learning 0- this will be heavy focus for 19/20
5. Schedule Development timeline (attached)
- a. Timeline (attached ) is now set – Dr. Farrar will send out to DLC
  - b. Internal timelines need to be set under the Academic Deans at the colleges
  - c. The only deadline that the district will set will be the date to get the schedule
6. Early enrollment update
- a. 2000 students cannot enroll Win/Spr because of Fall fees
  - b. A&R is currently discussing waiving the restrictions to registration
7. RCC SEM supports the further investigation to provide access to students
- IV. New Business - None
- VI. Open Forum – None
- VII. Adjournment – meeting adjourned at 10:05 am.

*Minutes submitted by Elena Santa Cruz*

## Riverside Community College District 18-19 Enrollment Calculator

	MOV	NOR	RIV	RCCD				
	TTL	TTL	TTL	18SUM	18FAL	19WIN	19SPR	TTL
<b>Res Credit FTES Targets</b>								
ORIGINAL Credit Res FTES TARGET	7051.23	7051.23	16422	2274	13076	2409	12766	30525
Credit Res FTES Shifted to AY17-18 to fully fund	-348.01	-84.16	-100.06	(157)	(346)	(139)	110	(532.23)
TARGET Credit Res FTES AFTER SHIFT	7399.24	7135.39	16522.40	2431	13422	2548	12656	31057.03
ADJUSTMENT IN FTES Target	+1	+0	+0	(75)	(135)	80	131	+1
ADJUSTED Credit Res FTES TARGET AFTER SHIFT	7400	7135	16522	2356	13287	2628	12787	31058

	ADJUST EST FTES (CREDIT ALL)	-65	+45	+160	150	100	135	(245)	140
<b>FTEs to-date</b>									
ESTIMATED FTES (CREDIT ALL)   "EMD ENROLLED"*	7088	7318	17398	2631	13784	2730	12660	31804	
ADJUSTED FTES (CREDIT ALL)	7023	7363	17558	2781	13884	2865	12415	31944	
ESTIMATED NON-RES CREDIT FTES	67	71	590	56	312	62	299	728	
ESTIMATED RES-CREDIT FTES	6957	7292	16968	2725	13572	2803	12116	31216	

### DIFFERENCE FROM TARGET

<b>Credit Res FTES</b>								
DIFF FROM TARGET	(443)	157	446	369	285	175	(671)	159
PERCENT DIFF FROM TARGET	94%	102%	103%	116%	102%	107%	95%	101%

### ADDITIONAL SHIFT

	Additional SHIFT TO AY17-18 AT RECALC	-88.88	-266.66	-444.44	(48)	(360)	(48)	(344)	(800)
<b>TOTAL DEFICIT AFTER "ADDITIONAL SHIFT"</b> <i>[Credit Res FTES DIFF from TARGET + "Additional Shift" FTES]</i>		(532)	(110)	1	321	(75)	127	(1015)	(641)
<b>RECALCULATED Credit Res FTES Target</b>		7489	7402	16967	2404	13647	2676	13131	31858

NONRES FTES EST 3-YR AVG + Unfunded FTES (ceiling)

0.9%      1.0%      5.0%

NONRES FTES EST 3-YR AVG ONLY (floor)

0.9%      1.0%      3.4%

2.3%

\* ESTIMATED FTES for

SUM and FAL is from EMD December 3, 2018

WIN and SPR calculated based on proportion of EMD Projected compared to Final Total FTES in 18WIN & 18SPR respectively

Last Updated: 12/03/2018

CREDIT RESIDENT FTES by Term 2018-2019/DEC 04													
Credit Resident FTES	Target Summ18	*FTES Est. Summ 18	Difference from Target Summ 18	Target Fall 18	*FTES Estimate Fall 18 10/23	Difference from Target Fall18	Target Winter 19	*FTES Est. Win19	Diff from target Winter 19	Target Spring 19	*FTES Est Spring 19	Annual College Target**	
MVC	640.21	778.1	137.89	3127.12	3106.31	-20.81	604.53			3027.38		7399.24	117.08
NC	516.35	538.44	22.09	3220.67	3142.86	-77.81	534.95			2863.48		7135.45	-55.72
RCC	1273.78	1428	154.22	7073.07	7306.7	233.63	1409.15			6766.41		16522.41	387.85
District	2430.34	2744.54	314.2	13420.86	13555.87	135.01	2548.63			12657.27		31057.1	449.21

Mid-year Status Summary as of Dec 04						
Location	18SUM +18FAL Target	18SUM + 18FAL FTES Est.	Proportionate FTES/Annual target	Adjustment of FTES borrowed	Mid-Year Achieved after adjustment of proportionate rolled FTES	Mid year Estimate FTES compared to target
MVC	3767.33	3884.41	0.52	229.36	3655.05	(112.3)
NC	3737.02	3681.30	0.52	180.99	3500.31	(236.7)
RCC	8346.85	8734.70	0.53	287.85	8446.85	100.0
District	15851.20	16300.41	0.52	699.21	15601.20	(250.0)

Estimated Principal Apportionment to be Reported to CCCC (P1) *** on January 15th, 2019					
Location	Annual FTES Estimate d 2018-2019	FTES Rolled from 18sum to 2017-2018	Additional Roll over from Summ 18 at recal to 2017-2018(see note below)	Annual FTES after adjusting summ18 projected for P3	
MVC	7516.32	348.01	88.88	7079.43	28.20
NC	7079.73	84.16	266.66	6728.91	-322.38
RCC	16910.3	100.06	444.44	16365.76	-56.59
District	31506.3	532.23	799.98	30174.10	-350.77

Notes:

\* FTES Est. values are best estimates as of 12/04 of Res Credit FTES only. EMD currently provides Total FTES.

\*\* Annual Target = (base + 2.23% growth + 0.80% unfunded) + each college's share of the 532.23 FTES 17-18 shortfall  
If the Annual Target is achieved sufficient FTES is generated to fully fund current year AND the 17-18 shortfall

\*\*\* 18-19 Res Credit FTES Target before 17-18 shortfall = 30,524.80 FTES

MVC:

ADJ-B1B-23872,ADJ-C1D-23796,ADJ-R1B-23779,ADJ-R1C-21023 counted for in summer

Actuals will change over time

Positive attendance estimated to be at 90%

Winter and Spring Targets used for Estimating Annual FTES

Raj: Ext 8979

**Riverside Community College District  
Common Courses at All Three Colleges  
FY 2017-2018**

TOPS	Course Code	Description	RCC 17 18	Norco 17 18	MVC 17 18	Avg. Cost
5020	ACC	Accounting	4,389	5,060	5,766	5,072
21050	ADJ	Administration Of Justice	4,431	5,935	9,091	6,486
4100	AMY	Anatomy & Physiology	4,910	4,492	4,588	4,663
22020	ANT	Anthropology	3,836	4,171	4,258	4,088
10020	ART	Art	5,124	4,546	5,290	4,987
4010	BIO	Biology	5,443	5,839	6,074	5,786
5010	BUS	Business Administration	5,445	5,005	7,630	6,026
5140	CAT	Office Tech/Office Computer Appl	4,784	6,686	20,880	10,784
19050	CHE	Chemistry Total	5,166	4,801	5,848	5,272
7010	CIS	Computer Information Systems	4,299	5,079	7,064	5,480
15060	COM	Speech Communications	5,545	5,014	4,767	5,109
10080	DAN	Dance	5,563	3,674	4,407	4,548
13050	EAR	Early Childhood Education	3,602	4,887	4,602	4,364
22040	ECO	Economics	5,233	4,072	5,343	4,882
15010	ENG	English Total	4,810	4,792	5,089	4,897
22060	GEG	Geography	5,071	3,985	4,550	4,535
49301	GUI	Gen Studies	10,156	6,654	5,520	7,443
4080	HES	Health Science	3,891	3,975	3,867	3,911
22050	HIS	History	4,106	4,245	4,379	4,243
49033	HUM	Humanities Total	4,602	4,610	5,479	4,897
6020	JOU	Journalism	11,694	7,597	6,147	8,480
8350	KIN	Kinesiology	6,410	5,049	5,065	5,508
16010	LIB	Library Science, General	51,899	5,307	11,793	23,000
5060	MAG	Management Total	4,744	7,845	7,595	6,728
17010	MAT	Mathematics Total	4,397	4,118	4,850	4,455
4030	MIC	Microbiology	6,466	4,998	6,123	5,862
5090	MKT	Marketing	5,126	5,554	5,282	5,321
10040	MUS	Music	5,279	4,729	6,934	5,647
15090	PHI	Philosophy	4,612	4,559	7,158	5,443
19020	PHY	Physics, General	5,022	4,482	7,138	5,548
22070	POL	Political Science	5,799	3,847	4,567	4,738
20010	PSY	Psychology, General	4,618	3,830	4,640	4,363
15200	REA	Reading Skills	7,294	7,805	6,805	7,301
5110	RLE	Real Estate	3,625	5,482	5,244	4,784
22080	SOC	Sociology	3,840	4,685	4,210	4,245
11050	SPA	Spanish	6,049	5,100	5,296	5,482
10070	THE	Theatre Total	5,608	5,366	4,532	5,169

Total = 37

High = 12

High = 7

High = 18

Low = 13

Low = 18

Low = 6

**Riverside Community College District  
Common Courses at Two Colleges  
FY 2017-2018**

TOPS	Course Code	Description	RCC 17 18	Norco 17 18	MVC 17 18	Avg. Cost
8500	AML	Am Sign Lang	5,139		4,379	4,759
19110	AST	Astromony	4,779		3,579	4,179
7060	CSC	Computer Science Total	7,921	18,963		13,442
9240	ENE	Engineering Total	4,506	5,352		4,929
49308	ESL	English as a Second Language		7,170	6,473	6,821
11020	FRE	French	7,744	4,196		5,970
6121	FST	Film Studies Total	6,778		3,799	5,289
49302	ILA	Educational Aide (Teacher Asst)		4,430	62,895	33,662
11080	JPN	Japanese	6,619	4,213		5,416
10110	PHO	Photograpgy		4,251	4,992	4,621
49320	WKX	Work Experience Total	16,403	4,495		10,449

Total = 11

High = 6

High = 3

High = 2

Low = 2

Low = 5

Low = 4

**Riverside Community College District  
Unique Courses at Each College  
FY 2017-2018**

TOPS	Course Code	Description	RCC 17 18	Norco 17 18	MVC 17 18
6140	ADM	Applied Digital Media & Printing	4,743		
9460	AIR	Air Conditioning & Refrigeration	5,139		
11120	ARA	Arabic	6,888		
02XXX	ARE	Architecture		4,322	
9490	AUB	Automotive Body & Technology Total	5,615		
9480	AUT	Automotive Technology	6,047		
30070	COS	Cosmetology	5,840		
095XX	CON	Construction Technology Total		6,433	
13063	CUL	Culinary Arts	10,131		
12401	DEA	Dental Assist			15,762
12402	DEH	Dental hygiene			13,698
13058	EDU	Education Total	24,345		
0934X	ELE	Electronics Total		5,552	
12500	EMS	Emergency Medical Services			7,069
21330	FIT	Fire Technology			9,292
6010	FTV	Film Television & Video Total	7,497		
0614X	GAM	Game Development Total		5,499	
19140	GEO	Geology	4,940		
21040	HMS	Homeland Security			9,950
11040	ITA	Italian	8,410		
0956X	MAN	Manufacturing Technology		6,115	
12082	MDA	Med Asst			5,021
10050	MIS	Music Industry Studies		5,568	
12300	NRN	Registered Nurse	2,224		
12301	NVN	Nursing Learning Laboratory	24,561		
12302	NXN	Nursing	27,949		
19190	OCE	Oceanography	4,731		
14010	PAL	Paralegal Studies Total	5,801		
19010	PHS	Physical Science, General		18,291	
11190	POR	Portuguese	3,953		
11060	RUS	Russian	3,052		
8990	SCE	Senior Ed	2,139		
9565	WEL	Welding	4,898		

**Total = 33**

**Total = 20**

**Total = 7**

**Total = 6**



Riverside Community College District  
FY 2017-18 Revenue Actuals

	<u>MVC</u>	<u>NC</u>	<u>RCC</u>	<u>DO/DSS</u>	<u>Total</u>
<u>Apportionment</u>					
General	20,648,818	20,648,818	48,091,186	-	89,388,822
EPA	5,410,023	5,410,023	12,599,967	-	23,420,013
Homeowners' Property Tax	101,168	101,168	235,621	-	437,957
Property Taxes	10,485,631	10,485,631	24,421,080	-	45,392,342
Student Fees	1,873,459	2,874,060	5,875,730	-	10,623,249
Total Apportionment	<u>38,519,099</u>	<u>39,519,700</u>	<u>91,223,584</u>	-	<u>169,262,383</u>
<u>Non-Specific Revenues</u>					
BOG Waiver Administration	104,431	104,431	243,222	-	452,084
RDA Backfill & Rev in Excess of Entitlement	187,135	187,135	435,839	-	810,109
Fish and Wildlife	143	143	333	-	619
CalSTRS on Behalf	989,597	819,056	2,198,392	69,811	4,076,856
P/T Faculty	181,010	181,009	421,571	-	783,590
State Lottery	1,099,441	1,105,694	2,567,885	-	4,773,020
State Mandate Block Grant	190,554	190,554	443,799	-	824,907
Interest Income	226,023	226,023	526,409	-	978,455
Total Non-Specific Revenues	<u>2,978,334</u>	<u>2,814,045</u>	<u>6,837,450</u>	<u>69,811</u>	<u>12,699,640</u>
Total Apportionment and Non-Specific	<u>41,497,433</u>	<u>42,333,745</u>	<u>98,061,034</u>	<u>69,811</u>	<u>181,962,023</u>
<u>Specific Revenues</u>					
Apprenticeship	-	396,748	-	-	396,748
Federal	48,603	33,811	59,095	-	141,509
Donations	-	-	-	-	-
Food Sales/Commissions	-	-	167,038	-	167,038
Cosmo/Dental	10,434	908	53,541	-	64,883
Rental Income	9,236	71,097	210,752	-	291,085
Transcripts	9,782	14,887	37,683	-	62,352
Insurance	-	-	825	-	825
Student Representation Fee	(3)	-	(1)	-	(4)
Unallocated Student Fees	(1,775)	(1,775)	(4,134)	-	(7,684)
Cash Over/Short	618	618	1,468	43	2,747
Non-Resident Tuition	241,929	338,086	2,893,144	-	3,473,159
Other Student Fees	35,664	9,940	65,827	-	111,431
Other Local	27,931	146,329	55,855	573	230,688
Other Income	135,230	390,703	608,699	306,001	1,440,633
Total Specific Revenues	<u>517,649</u>	<u>1,401,352</u>	<u>4,149,792</u>	<u>306,617</u>	<u>6,375,410</u>
Total Revenues	<u>42,015,082</u>	<u>43,735,097</u>	<u>102,210,826</u>	<u>376,428</u>	<u>188,337,433</u>

- opening balance

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FY 2017-2018 Apportionment and Non-Specific Revenues	\$ 181,962,023
Less, DO/DSS Revenues	(69,811)
Less, DO/DSS Expenditures	<u>(23,449,091)</u>
Net FY 2017-2018 Apportionment and Non-Specific Revenues	<u><u>\$ 158,443,121</u></u>

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Direct Instructional Discipline Costs and  
Academic Affairs Costs

RCC:

Direct Instructional Discipline Costs	\$ 51,752,724
Academic Affairs Costs	<u>8,958,657</u>
Total RCC	<u>\$ 60,711,381</u>

NC:

Direct Instructional Discipline Costs	\$ 18,335,845
Academic Affairs Costs	<u>4,281,822</u>
Total NC	<u>\$ 22,617,667</u>

MVC:

Direct Instructional Discipline Costs	\$ 21,128,762
Academic Affairs Costs	<u>3,999,344</u>
Total MVC	<u>\$ 25,128,106</u>

Total Direct Instructional Discipline Costs and  
Academic Affairs Costs

	\$ 108,457,154
Total FTES	<u>30,095.50</u>
Direct and AA Costs per FTES	<u><u>\$ 3,604</u></u>

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# TIMELINE

## CURRICULUM, CATALOG, SCHEDULE

**NOVEMBER 2018** .....

CATALOG/CURRICULUM – FINAL TECH REV MEETING TO APPROVE CURRICULUM ..... Nov 6  
 CATALOG/CURRICULUM – FINAL DISTRICT CURRICULUM MEETING TO APPROVE CURRIC ..... NOV 20  
*Catalog/Curriculum – Ed. Services/Coord marking catalog drafts* ..... Nov6-21  
 CATALOG/CURRICULUM – MARKED CATALOG DRAFTS SENT TO COLLEGE REVIEWERS ..... NOV 21

**DECEMBER 2018**.....

CATALOG/CURRICULUM – CHANGES FROM REVIEWERS DUE TO COORDINATORS ..... DEC 7  
**CATALOG/CURRICULUM – FINAL BOARD DATE TO APPROVE CURRICULUM**.....**DEC 11**  
 CATALOG/CURRICULUM – COMPILED CHANGES FROM COORDINATORS DUE TO ED. SERVICES ..... DEC 14  
 CATALOG/CURRICULUM – CHANGES FROM ED. SERVICES TO CREATIVE SERVICES ..... DEC 21  
**COCI - ED SERVICES & COORDINATORS SUBMIT CURRICULUM IN COCI** .....**DEC1-DEC 22**

**JANUARY 2019** .....

CATALOG– DRAFT #2 SENT TO COORDINATORS ..... JAN 14  
 COLLEAGUE - ED SERVICES & COORDINATORS ENTER CURRICULUM IN COLLEAGUE ..... JAN 2-JAN 18  
**END DATE MGT IN COLLEAGE – APPROPRIATE COURSE RECORDS MUST BE END DATED** ..... **JAN 18**  
**Term Roll** – IT Processes the Summer & Fall Term Roll ..... Jan 22-25  
 Catalog – Coordinators send any additional changes to Ed Services ..... Jan 25  
**END DATE MANAGEMENT – APPROPRIATE COURSE RECORDS MUST BE UPDATED** ..... JAN 28-FEB 1

**FEBRUARY 2019**.....

Catalog – Ed. Services sends change to Creative Services .....Feb 1  
 Catalog – Final Draft is available to coordinators ..... Feb 23  
**SCHEDULING – IDSS ENTER SECTIONS**..... **FEB 4-MAR 1**

**MARCH 2019** .....

**PULL #1** .....**MAR 4**  
*Creative Services formats draft #1* ..... *Mar 4-Mar 15*  
**CATALOG – VPAAS APPROVAL REQUIRED** ..... **MAR 8**  
**PROOF #1 – AVAILABLE TO COLLEGES** ..... **MAR 15**  
**DEANS & VPS REVIEW**..... **MAR 16-MAR 22**  
*Completed Review to IDSS by end of day*..... *Mar 22*  
**SCHEDULING – IDSS ENTER FINAL CHANGES**..... **MAR 25-APR 5**  
**CATALOG – 2019-2020 CATALOG PUBLISHED TO THE WEB** ..... **MARCH 29**

**APRIL 2019** .....

**SCHEDULING – FINAL CHANGES MUST BE ENTERED BY** ..... **APR 5**  
**FINAL PULL**..... **APR 8**  
*Creative Services formats final draft*..... *Apr 15-Apr 19*  
**FINAL PROOF – AVAILABLE TO COLLEGES** ..... **APR 19**  
**PUBLISH – 2019 SUMMER & FALL SCHEDULE PUBLISHED TO THE WEB** ..... **APR 24**  
*Students Plan Schedules and Begin Meeting with Counselors*..... *Apr 25-May5*

adjust

  

April 9

**MAY 2019** .....

*Students Plan Schedules and Begin Meeting with Counselors*..... *Apr 25-May5*  
**ENROLLMENT BEGINS**..... **MAY 6**



# SUMMER 19 (19SUM)/FALL 19 (19FAL)

## RIVERSIDE COMMUNITY COLLEGE DISTRICT SCHEDULE DEVELOPMENT INFORMATION

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
01/22-02/01	Term Roll and End Date Management	Ed. Services/IT
03/01	Last day for schedule input	IDS
03/04	<b>Pull #1</b>	Creative Services
03/15	<b>Proof #1</b>	Creative Services
03/22	Deans/VPs review complete and to IDS by end of day	Deans/VPs
04/05	Final changes entered by end of day	IDS
04/08	Final Pull	Creative Services
04/19	Final proof of Schedule of Classes (no changes accepted)	Creative Services
04/24	Schedule of Classes published to web	Creative Services
05/06	Priority Reg Group 1	Student Services

- Please refer to [academic.rcc.edu/ir/reporting.html](http://academic.rcc.edu/ir/reporting.html) for scheduling grids and resources:
  - If you have any questions regarding scheduling grids, please contact Raj Bajaj at x8979
- **IMPORTANT:** Remember to rebuild all sections prior to the download, including TBA, online and hybrid sections. In addition, you must rebuild the SOFF screen every time you make any change to the Funding Accounting Method, the days or times.
- For online sections, use (ON) for the building and (LINE) for the room on the SOFF screen. **This must be done prior to the Download.**
- Short term sections: check the Funding Accounting Method on all sections. Most face-to-face sections will use "D," and most online or hybrid sections will use "I." Check with Raj Bajaj (x8979) for TBA sections.
- Use the comment templates provided – contact District Educational Services if you have any questions.  
**DOUBLE-CHECK YOUR ASCI COMMENTS FOR SPELLING, PUNCTUATION, GRAMMAR AND FORMATTING ERRORS.**
- **Run your exception reports before the download** - you'll catch most of the errors and won't have to change as much on the proof.
- Remove rooms not "owned" by your department. This includes all RXHS/STOK rooms. Check your cross-listed sections. Check dates and times on both sections, plus make sure they are cross-listed with the correct class.

### SUMMER DATES

**\*Day and Evening Classes (6-week session): June 17-July 25, 2019 \***

**\*Weekend Classes (5-weekend session): June 22-July 21, 2019\***

**\*Holiday(s): July 4\***

- Remember to use exact start and end dates for short-term sections:
  - Section Meeting Days: M-TH      Section Start & End Dates: 06/17-07/25 (estimate)
  - Section Meeting Days: M/W      Section Start & End Dates: 06/17-07/24 (estimate)
  - Section Meeting Days: T/TH      Section Start & End Dates: 06/18-07/25 (estimate)
  - Section Meeting Days: S      Section Start & End Dates: 06/22-07/20 (estimate)
  - Section Meeting Days: S/Su      Section Start & End Dates: 06/22-07/21 (estimate)
  - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)

### FALL DATES

**\*Day & Evening Classes (16-week session): August 26-December 14, 2019**

**\*Weekend Classes (14-weekend session): August 31-December 14, 2019\***

**\*Holiday(s): September 2, November 11, 28\* \*Classes not in session: Nov. 29, 30, Dec. 1\***

- Remember to use exact start and end dates for short-term sections:
  - Section Meeting Days: M-TH      Section Start & End Dates: 08/26-12/05 (estimate)
  - Section Meeting Days: M/W      Section Start & End Dates: 08/26-12/04 (estimate)
  - Section Meeting Days: T/TH      Section Start & End Dates: 08/27-12/05 (estimate)
  - Section Meeting Days: S      Section Start & End Dates: 08/31-12/07 (estimate)
  - Section Meeting Days: S/Su      Section Start & End Dates: 08/31-11/24 (estimate)
  - If the section is shorter than 8 weeks or you have any questions, please contact Heather Edberg (x8779)