

# 2018-2019 Combined Calendar

● Scheduling/AdAstra

○ Registration

● C&I

● Textbooks

● Catalog

March 19 – April 2, 2018	Faculty adopt textbooks in Barnes & Noble Enlight tool for Fall 2018
March 30, 2018	C&I Proposal Due in Curriculog from Originators
March 30 – April 6, 2018	C&I Proposals Review ACT Chairs send notification to ACT members
April 6, 2018	C&I Proposals Due to Divisional Deans for full review (from ACT)
April 6 – 20, 2018	Full review and evaluation of C&I Proposals by Deans
April 16, 2018	Fall 2018 Priority Registration begins
April 20, 2018	Full review and evaluation of C&I Proposals by VPAAAs
April 23, 2018	Fall 2018 Open Registration begins
April 20 – 30, 2018	Full review and evaluation of C&I Proposals by VPAAAs
April 30, 2018	C&I Proposals approval due ( from VPAAAs)
May 1, 2018	Publish 2018-2019 online catalog; archive 2017-2018 online catalog
May 4, 2018	First Day to opt-in to TCC Plus (Inclusive Access) for Spring 2019
June 28, 2018	Spring 2019 schedule rollover (Academic Support Services)
July 9 – August 16, 2018	Spring 2019 campuses build sections (6 weeks)
July 23, 2018	Deadline to submit Spring 2018 updates to Ad Astra scheduling preferences and/or Special Requests from each department to their Ad Astra campus contact
July 27, 2018	Submit Spring 2019 TCC Plus (Inclusive Access) sections and book information to Barnes & Noble
August 6, 2018	Academic Support Services distributes Section Audit Spring 2019 (Weekly on Mondays)
August 7, 2018	Academic Support Services distributes Time Audit Spring 2019 (Weekly on Tuesdays)
August 13, 2018	Fall 2018 Registration ends
August 15, 2018	Deadline for Section/Time Audit corrections before Spring courses are activated and Ad Astra Room
August 20, 2018	Spring 2019 course offerings activated
August 20, 2018	Fall 2018 classes begin
August 20, 2018	Faculty begin discussion about textbooks for 2019-2020 cycle
June 27 - September 2018	New Program Development Meetings with Campus teams (Campus, District Academic Affairs, Facilities)
August 21, 2018	ACTs present/discuss C&I Proposals on Academics Day
August 24, 2018	Last Day to opt-in to TCC Plus (Inclusive Access) for Spring 2019
August 27 – September 10, 2018	Spring 2019 Schedule on hold for Ad Astra optimization process run- Schedule audit - NO SECTION BUILDING (each campus will get 2-2.5 days to process schedule optimization)
August 31, 2018	Final C&I Proposals Due for Deans and VPAAAs review
August 31 – September 10, 2018	Ad Astra Room Assignment processing of Spring schedule continues
September 4 – 10, 2018	Ad Astra Preliminary Schedule of Spring 2019 sent to departments
September 5, 2018	Fall 2018 Census Date
September 7, 2018	Final C&I Proposals Approval Due from Deans and VPAAAs
September 13, 2018	Ad Astra final schedule of Spring 2019 sent to departments
September 14, 2018	Spring 2019 schedule built and viewable in WebAdvisor; Ad Astra Room Assignment Complete; Sections ready for faculty to adopt texts
September 17, 2018	Spring 2019 schedule available to students
September 27, 2018	C&I Open Hearing
September 27 – October 5, 2018	Originators: Update C&I Proposals based on recommendations made at the Open Hearing and re-submit them electronically Deans and VPAAAs: Fully review updated C&I Proposals for approval VPAAAs: Submit approved Proposals to Curriculum & Educational Planning office
October 5, 2018	Needs Statement Presentations at Academic Council - Go/No Go Presentation
October 2018	Needs Statement Presentations at Academic Council - Go/No Go Presentation (Campus Presidents, Executive Vice Chancellor-Provost)
September 28 – October 12, 2018	Faculty adopt textbooks in B&N Enlight tool for Spring 2019: Refer to current 2018-2019 approved textbooks
October 15, 2018	Spring 2019 Priority Registration begins
October 17, 2018	C&I Open Hearing for New Programs, location and time TBA; VPAAAs C&I closed Meeting
October 22, 2018	Spring 2019 Registration begins
November 1, 2018	C&I Meeting (VC-Academic Affairs, AVC-Academic Affairs, VPAAAs, Dist Dir-Institutional Effectiveness, Dist Dir-Curriculum & Educational Planning)
November 1, 2018	Summer 2019 schedule rollover (Academic Support Services)
November 1 - 30, 2018	Summer 2019 campuses build sections (4 weeks)
November 5, 2018	Academic Support Services distributes Section Audit Summer 2019 (Weekly on Wednesdays)
November 6, 2018	Academic Support Services distributes Time Audit Summer 2019 (Weekly on Thursdays)
November 9, 2018	Review all C&I Proposals. The Chancellor approves or denies (Chancellor)
November 8, 2018	Fall 2018 Drop deadline

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November 15, 2018	Deadline to submit Summer 2019 updates to Ad Astra scheduling preferences and/or Special Requests from each department to their Ad Astra Campus contact
November 16, 2019	First day to opt-in to TCC Plus (Inclusive Access) for Summer 2019 and Fall 2019
November 16 – 30, 2018	ACTs submit 1-3 textbook selections for each course to Barnes & Noble Enlight tool for the 2019-2020 cycle (no proposal needed)
November 29, 2018	Deadline for Section/Time Audit corrections before Summer courses are activated and Ad Astra Room Assignment begins (Section Building) (2-3 days)
November 30, 2018	Summer 2019 course offerings activated; Fall 2019 Schedule rollover (Academic Support Services)
November – December 2018	Send C&I program and curricula changes to appropriate entities for approval and implementation; i.e. TCC Board of Trustees, THECB, SACSCOC (Curriculum and Educational Planning office)
December 1, 2018	Deadline to submit Fall 2019 updates to Ad Astra scheduling preferences and/or Special Requests from each department to their Ad Astra Campus contact
December 3 – January 24, 2019	Fall 2019 campuses build sections (5 weeks)
December 5, 2018	Academic Support Services distributes Section Audit Summer 2019 (Weekly on Wednesdays)
December 6, 2018	Academic Support Services distributes Time Audit Summer 2019 (Weekly on Thursdays)
December 7 – January 4, 2019	Summer 2019 Schedule on hold for Ad Astra optimization process run- Schedule audit - NO SECTION BUILDING (each Campus will get 1-2 days to process schedule optimization)
December 12, 2018	Fall 2018 Term ends
December 14, 2018	Deadline to submit Fall 2019 updates to Ad Astra scheduling preferences and/or Special Requests from each department to their Ad Astra Campus Contact
December 14, 2018	Fall 2018 Grades due
January 4, 2019	Ad Astra Preliminary Schedule of Summer 2019 sent to departments
January 7, 2019	Spring 2019 Registration ends
January 7, 2019	Catalog edits/updates begin for 2019-2020 catalog; Annual review of course fees begins
January 7 - 10, 2019	Academic Support Services distributes Section Audit Summer 2019 (Weekly on Wednesdays)
January 11, 2019	Academic Support Services distributes Time Audit Summer 2019 (Weekly on Thursdays)
January 14, 2019	Academic Support Services distributes Section Audit Fall 2019 (Weekly on Mondays)
January 14, 2019	Spring 2019 Classes begin
January 15, 2019	Summer 2019 schedule built and viewable in Web Advisor; Ad Astra Room Assignment Complete; Sections ready for faculty to adopt texts; Academic Support Services distributes Time Audit Fall 2019 (Weekly on Tuesdays)
January 23, 2019	Deadline for Section/Time Audit corrections before Fall courses are activated and Ad Astra Room Assignment begins (Section Building) (2-3 days)
January 24, 2019	Fall course offerings activated
January 25 – February 6, 2019	Fall 2019 Schedule on hold for Ad Astra optimization process run- Schedule audit - NO SECTION BUILDING (each Campus will get 2-2.5 days to process schedule optimization)
January 27, 2019	Last day to opt-in to TCC Plus (Inclusive Access) for Summer 2019
January 30, 2019	Spring 2019 Census date
February 6, 2019	Ad Astra Preliminary Schedule of Fall 2019 sent to departments
February 7 - 8, 2019	Ad Astra Room Assignment processing of Fall 2019 continues
February 11, 2019	Ad Astra Final Schedule of Fall 2019 sent to each department
February 11, 2019	Last day to provide TCC Plus (Inclusive Access) full course names and synonyms of built sections for Summer 2019
February 12, 2019	Fall 2019 schedule built and viewable in WebAdvisor; Ad Astra Room Assignment Complete; Sections ready for faculty to adopt texts
February 11 – 15, 2019	Faculty adopt textbooks in B&N Enlight tool for Summer 2019: Refer to current 2019-2020 approved textbooks
February 18, 2019	Last day to opt-in to TCC Plus (Inclusive Access) for Fall 2019
February 22, 2019	Deadline to submit general content edits/updates for the 2019-2020 catalog; Annual review of course fees concludes
February 25, 2019	Summer 2019 schedule available to students
February 25 – March 8, 2019	Faculty adopt textbooks in Barnes & Noble Enlight tool for Fall 2019
March – April, 2019	Spring 2019 ACGM released
March 4, 2019	Last day to provide TCC Plus (Inclusive Access) full course names and synonyms of built sections for Fall 2019
March 18, 2019	Fall 2019 schedule available to students
March 25, 2019	Summer 2019 Registration begins
March 29, 2019	Deadline to update program pages for the 2019-2020 catalog
April 11, 2019	Spring 2019 Drop deadline
April 15, 2019	Fall 2019 Priority Registration begins
April 15, 2019	Publish 2019-2020 online catalog; archive 2018-2019 online catalog
April 22, 2019	Fall 2019 Registration begins