

SCHEDULE PRODUCTION CALENDAR

WINTER 2019 – TERM 2191

Winter Session: January 2 – January 18, 2019

DAY	DATE	DESCRIPTION
Monday – Friday	Sept 18 –Oct 5, 2018	CIES Schedulers will complete Schedule Building Data Entry
Tuesday - Wednesday	Oct 8-10, 2018	Final Proof – Departments to send CIES any critical changes
Friday	Oct 12, 2018 (tentative)	Winter Schedule live on http://winter.sjsu.edu
Monday	Oct 15, 2018	Registration Appointment on My.Sjsu.edu
Wednesday	Oct 17, 2018	First day of Registration
Friday	Nov 16, 2018	Completed Appointment Forms due to Faculty Affairs

Department tasks in bold

You can send class schedules to CIES at any time, but no later than **Oct 5, 2018**.

If you have any scheduling questions, please contact Trang Duong at 4-3351 or Trang.Duong@sjsu.edu.

For other questions, please contact Nami Shukla at 4-2627 or Namrata.Shukla@sjsu.edu.