HE Timetable Timelines

8/02/2021
PUSH Brisbane Classes 2107

7/06/2021
PUSH Brisbane Classes 2117

4/10/2021
PUSH Brisbane classes 2127

2105 Semester 1 01/03 – 28/6

2120 Semester 2 26/7 – 19/11

1 Jan. 21 | 1 Feb. 21 | 1 Mar. 21 | 1 Apr. 21 | 1 May. 21 | 1 Jun. 21 | 1 Jul. 21 | 1 Aug. 21 | 1 Sep. 21 | 1 Oct. 21 | 1 Nov. 21 | 1 Dec. 21 | 31 Dec. 21

Census Semester 1
Snapshot of enrolment numbers to be taken
31/03/2021

Schools Review of courses and staffing for 2021 completed
23/07/2021

Census Semester 2
31/08/2021

2022 Draft Timetable in mySC
10/09/2021

2022 Final Timetable Published & 2022 Web Room Bookings open for meeting rooms only
11/10/2021

2022 Enrolments Open
Timetable changes after this date will need Deputy Dean/Delegate approval
18/10/2021

2022 Web Room Bookings
7/12/2021

2021 Sem 1 Review enrolment numbers (full classes and low enrolments) 2020 ⇨ 12/03

2021 Sem 2 Review enrolment numbers
(full classes and low enrolments) 31/03 – 23/07

SWP (Workload Planning): 2021 Sem 2 Staffing amendments
(Entered by Schools in SWP) 09/03 – 15/06

2022 TAFE Timetable Scheduling – Refer TAFE timelines

2022 Timetable Database (SDB) preparation
15/02 – 27/04

- 2022 Plan and update business process
- 2022 Calendar and draft timelines created and reviewed. Important dates confirmed
- 2022 Book date for rollover of all software with CYON (~8 week delay)
- 2022 Communication plan
- 2022 Update website and guides
- 2022 Rollover completed
- 2022 SDB Clean-up and access organised
- 2022 Cleaned data added to new SDB (Prod only)
- 2022 Refresher overview to TT staff

2022 List of offered courses and Program Structures (POS)
4 weeks
27/04 -21/05

2022 Timetable Data Collection – including staff unavailability. Timetabling/Schools
4 weeks
24/05 -25/06

2021 Upload Modules & POS to SDB 25/05 – 09/07

2022 Finalise/ follow-up data and create activities
3 weeks
12/07 – 30/07

2022 SWP: assign on going teaching staff and required sessional staff to activities
2 weeks
19/07 – 30/07

2022 Timetable scheduling
02/08- 01/10

- 2022 Schedule complex classes
  2 weeks – 02/08 –13/08
- 2022 Schedule remaining classes
  4 weeks
  16/08 –10/09
- 2022 Timetable changes (Draft)
  3 weeks
  13/09 -1/10

2022 Finalise mySC amendments
4/10 – 15/10

2022 Review of enrolment numbers
25/10 ⇨

SDB pre scheduling data checks

2022 SDB preparation cont.

- Review free period times with Faculties
- Request all Exams and Graduation bookings
- Set restrictions on times and rooms in prep for scheduling
- Ensure Alt weeks have same time activity set as required
- Request confirmation of all Autoenrols / Same time activities / sequencing and setup
- Create Student sets & scheduling groups and add all Allocations (recheck auto enrols)

2022 SDB Data Checks

- Ensure Flex / Block lab dates have been supplied

2022 Data push to mySC (including testing)

- 2022 Test activity integrations
- 2022 Auto Enrols – Ensure enrol component correct

2027 Summer 23/11/2020 -21/03/2021

2002 Late Summer (L) 04/01 – 28/02

2115 Winter (W) 26/04 – 23/07

2107 Trimester 1 22/03 – 17/07

2125 Spring (P) 30/08 – 24/12

2117 Trimester 2 19/07 – 14/11

2127 Summer (S) 15/11/2021 -19/03/2022

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