

Department Deadlines/Concerns:

- 2nd disbursement for Financial Aid occurs Nov 14 (Transmittal on Nov 6, Funding Nov 14). Patches installation into R18Live would need to be done after the disbursement. But testing could still occur before Nov 14th.
- Spring 2015 Priority Registration starts Nov 24th. The more time before Nov 24 is preferable, to give Instruction time to update sections and IT to correct any other unexpected issues.
- Due to current workload in setup for Spring 2015, Instruction will not be able to do a full 2 days until after Nov 5th. If before Nov 5, they can only commit up to 1 day, no more.
- Tuesday, November 11th – Holiday, with Monday being a possible choice for most for vacation.

User Testing Period:

- **Week 1:** October 27 thru October 31st
- **Week 2:** November 3rd thru November 7th
- **Week 3:** November 10th thru November 14th

Week 1

- Monday, October 27
 - **Room:** TESS Conference Room 1, 2 or 3 (w/laptops)
 - **Time:** 9:00am to 12:00pm
 - **Time:** 1:00pm to 4:00pm
 - **Department: (3)**
 - Financial Aid, CHC
 - Juanita Sousa
 - Financial Aid, SBVC
 - Maria Trujillo
 - Amber Gallagher
- Tuesday, October 28
 - **Room:** TESS Training Room
 - **Time:** 9:00am to 12:00pm
 - OR
 - **Time:** 1:00pm to 4:00pm
 - **Department: (7)**
 - Counseling, CHC
 - N/A (Kirsten will be asking Robert McAtee)
 - Counseling, SBVC
 - Jeanne Marquis
 - DSPS, CHC
 - Barbara Williams
 - DSPS, SBVC
 - Michelle Crocfer
 - EOPS & CalWorks, CHC
 - Nati Rodriguez
 - EOPS, SBVC
 - Treesa Oliver
 - CalWorks, SBVC
 - Shalita Tillman
- Wednesday, October 29
 - **Room:** TBA
 - **Make-Up User Testing (scheduled as needed for individuals)**
- Thursday, October 30 – **SBVC Luncheon**
- Friday, October 31 – **Halloween**
 - **Room:** TBA
 - **Make-Up User Testing (scheduled as needed for individuals)**

Week 2

- Monday, November 3
 - **Room:** TESS Training Room
 - **Time:** 9:00am to 12:00pm
 - OR
 - **Time:** 1:00pm to 4:00pm
 - **Department: (11)**
 - Administrative Services, CHC

- Rebecca Pompa
 - Administrative Services, SBVC
 - Karol Pasillas
 - Campus Business Office, CHC
 - Lynnette Davis
 - Campus Business Office, SBVC
 - Roslin Halim
 - Fiscal Services, SBCCD
 - Nancy Green
 - Lidya Alamsyah
 - Susan Ryckevic
 - Noemi Elizalde
 - Human Resources, SBCCD
 - Cory Elmore
 - Maria Torres
 - Karla Trujillo
 - ATTC, PDC
 - Stacy Sysawang
- Tuesday, November 4
 - **Room: TBA**
 - **Make-Up User Testing (scheduled as needed for individuals)**
- Wednesday, November 5
 - **Room:** TESS Training Room
 - **Time:** 9:00am to 12:00pm
 - **Department: (10)**
 - Admissions, CHC
 - Larry Aycock
 - Floyd Simpson
 - Steven Rush
 - Admissions, SBVC
 - April Dale-Carter
 - Veada Benjamin
 - Silvia Romo
 - Records, CHC
 - Ben Mudgett
 - Records, SBVC
 - Steven Silva
 - Linda Molina
 - Julie Ulloa
- Thursday, November 6
 - **Room:** TESS Conference Room 1 or 2 (with laptops)
 - **Time:** 9:00am to 12:00pm
 - **Time:** 1:00pm to 4:00pm
 - **Departments: (2)**
 - Instruction, CHC
 - **Staff:**
 - Vicky Franco
 - Instruction, SBVC
 - **Staff:**
 - Corrina Baber
- Friday, November 7
 - **Room: TBA**
 - **Make-Up User Testing (scheduled as needed for individuals)**

Week 3

- Monday, November 10
 - **Room: TBA**

- **Make-Up User Testing (scheduled as needed for individuals)**
- Tuesday, November 11 - **Holiday**
- Wednesday, November 12
 - **Room:** TESS Training Room
 - **Time:** 9:00am to 12:00pm
 - **Time:** 1:00pm to 4:00pm
 - **Department: (11)**
 - Instruction, CHC (9-4pm)
 - Vicky Franco
 - Kristina Ann Heilgeist (Sub)
 - Instruction, SBVC (9-4pm)
 - Corrina Baber
 - Bridget Candelaria
 - Admissions, CHC (1-4pm): Registration Only
 - Larry Aycock
 - Floyd Simpson
 - Steven Rush
 - Admissions, SBVC (1-4pm) : Registration Only
 - April Dale-Carter
 - Veada Benjamin
 - Silvia Romo
 - Steven Silva
- Thursday, November 13
 - **Room: TBA**
 - **Make-Up User Testing (scheduled as needed for individuals)**
- Friday, November 14
 - **Room: TBA**
 - **Make-Up User Testing (scheduled as needed for individuals)**