

**Los Medanos College
Annual Schedule Building Timelines
for Spring/Summer/Fall 2019 Class Schedules**

		SPRING 19	SUMMER 19	FALL 19
	ACTION	WORKING DAYS	Dates	Dates
1	Scheduler posts/emails rollover/first draft to Department Chair folder	1	8/21	11/5
2	Dept Chairs review first draft	10 (s-7)	8/21-9/5	11/5-11/14
3	Dept Chairs submit first draft w/changes to deans	1	9/6	11/14
4	Deans review first draft	5 (s-3)	9/6-9/12	11/14-11/16
5	Deans submit first draft w/changes to Scheduler	1	9/12	11/16
6	New 900 course outlines and existing courses converted to online mode of instruction for Curriculum Committee and schedule publication	1	9/5	11/14
7	Scheduler inputs changes to first draft	12 (s-10)	9/12-9/28	11/16-12/4
8	Scheduler emails/posts second draft and sends to Dept Chairs	1	10/1	2/19
9	Dept Chairs review second draft	5 (s-4)	10/1-10/5	2/19-2/22
10	Dept Chairs submit second draft w/changes to Deans	1	10/5	2/22
11	Deans review second draft	3 (s-2)	10/5-10/10	2/22-2/25
12	Deans submit second draft w/changes to Scheduler	1	10/10	2/25
	Textbook Requisitions Due to LMC Book Store		10/22	3/15
13	Scheduler inputs changes to second draft	5 (s-4)	10/10-10/17	2/25-3/1
14	Scheduler emails/posts third draft and sends to Dept Chairs	1	10/18	3/4
15	Dept Chairs review third draft	4 (s-3)	10/18-10/23	3/4-3/6
16	Dept Chairs submit third draft w/changes to Deans	1	10/23	3/6
17	Deans review third draft	1	10/24	3/7
18	Deans submit third draft w/final changes to Scheduler	1	10/25	3/8
19	Scheduler inputs final changes to 3rd draft	4 (s-3)	10/25-10/30	3/8-3/13
20	Scheduler emails final draft to the Deans	1	10/31	3/14
21	Deans make final corrections	1	11/1	3/15
22	Scheduler emails FINAL schedule sends to Marketing	1	11/2	3/18

s=summer

Registration 11/19 tentative April 3rd tentative April 30th tentative