

**Los Medanos College
Annual Schedule Building Timelines
for Spring/Summer/Fall 2021 Class Schedules**

			SPRING 21	SUMMER 21	FALL 21
	ACTION	WORKING DAYS	Dates	Dates	Dates
1	Scheduler posts/emails rollover/first draft to Department Chair folder	1	8/18	10/5	1/19
2	Dept Chairs review first draft	12	8/18-9/2	10/5-10/20	1/19-2/3
3	Dept Chairs submit first draft w/changes to deans	1	9/3	10/21	2/4
4	Deans review first draft	5	9/3-9/10	10/21-10/27	2/4-2/10
5	Deans submit first draft w/changes to Scheduler	1	9/11	10/28	2/11
6	New 900 course outlines and existing courses converted to online mode of instruction for Curriculum Committee and schedule publication	1	9/8	11/6	2/19
7	Scheduler inputs changes to first draft	12	9/11-9/29	10/28-11/13	2/11-3/20
8	Scheduler emails/posts second draft and sends to Dept Chairs	1	9/30	11/16	3/3
9	Dept Chairs review second draft	5	9/30-10/6	11/16-11/20	3/3-3/9
10	Dept Chairs submit second draft w/changes to Deans	1	10/7	11/23	3/10
11	Deans review second draft	3	10/7-10/9	11/23-11/25	3/10-3/12
12	Deans submit second draft w/changes to Scheduler	1	10/12	11/30	3/12
	Textbook Requisitions Due to LMC Book Store		10/15	3/15	3/15
13	Scheduler inputs changes to second draft	5	10/12-10/16	11/30-12/4	3/12-3/18
14	Scheduler emails/posts third draft and sends to Dept Chairs	1	10/19	12/7	3/19
15	Dept Chairs review third draft	4	10/19-10/22	12/7-12/10	3/19-3/24
16	Dept Chairs submit third draft w/changes to Deans	1	10/23	12/11	3/25
17	Deans review third draft	1	10/26	12/11	3/25
18	Deans submit third draft w/final changes to Scheduler	1	10/27	12/14	3/29
	Summer Session only- Send Department Chairs staffing final draft			2/8	
	Department Chairs submit staff final to deans			2/22	
19	Scheduler inputs final changes to 3rd draft	4	10/27-10/30	2/23	3/29-4/1
20	Scheduler emails final draft to the Deans	1	11/2	3/1	4/1
21	Deans make final corrections	1	11/3	3/2	4/5
22	Scheduler emails FINAL schedule sends to Marketing	1	11/4	3/3	4/6