

Los Medanos College Annual Schedule Building Timelines for Spring/Summer/Fall 2022 Class Schedules					
	ACTION	WORKING DAYS	NEW		
			SPRING 22	SUMMER 22	FALL 22
			Dates	Dates	Dates
1	Scheduler posts/emails rollover/first draft to Department Chair folder	1	8/16	1/5	1/18
2	Dept Chairs review first draft	12	8/16-8/31	1/5-1/21	1/18-2/2
3	Dept Chairs submit first draft w/changes to deans	1	9/1	1/24	2/3
4	Deans review first draft	5 (3/SU)	9/1-9/8	1/24-1-26	2/3-2/9
5	Deans submit first draft w/changes to Scheduler	1	9/9	1/27	2/10
6	New 900 course outlines and existing courses converted to online mode of instruction for Curriculum Committee and schedule publication	1	10/5	3/1	3/9
7	Scheduler inputs changes to first draft	12	9/9-9/27	1/27-2/11	2/10-3/1
	Dean Review		9/29		
8	Scheduler emails/posts second draft and sends to Dept Chairs	1	9/30	2/14	3/2
9	Dept Chairs review second draft	5 (9/SU)	9/30-10/6	2/14-2/28	3/2-3/8
10	Dept Chairs submit second draft w/changes to Deans	1	10/7	3/1	3/9
11	Deans review second draft	3	10/7-10/11	3/1-3/3	3/9-3/11
12	Deans submit second draft w/changes to Scheduler	1	10/12	3/4	3/14
	Textbook Requisitions Due to LMC Book Store		10/18	3/15	3/15
13	Scheduler inputs changes to second draft	5 (9/SU)	10/12-10/18	3/4-3/16	3/14-3/18
14	Scheduler emails/posts third draft and sends to Dept Chairs	1	10/19	3/17	3/21
15	Dept Chairs review third draft	4 (3/SU)	10/19-10/22	3/17-3/21	3/21-3/24
16	Dept Chairs submit third draft w/changes to Deans	1	10/25	3/22	3/25
17	Deans review third draft	1 (3/SU)	10/26	3/22-3/24	3/28
18	Deans submit third draft w/final changes to Scheduler	1	10/27	3/25	3/29
19	Scheduler inputs final changes to 3rd draft	4 (3/SU)	10/27-11/1	3/25-3/29	3/29-4/1
20	Scheduler emails final draft to the Deans	1	11/2	3/30	4/4
21	Deans make final corrections	1	11/3	3/31	4/5
22	Scheduler emails FINAL schedule sends to Marketing	1	11/4	4/1	4/6

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April 12th
Registration 11/16 tentative tentative 5/6 tentative