

Las Positas College- Office of Academic Services
SCHEDULE TIMELINE
Spring 2020
7.11.19

*This timeline is provided to keep track of the mandatory dates to make necessary changes to the Spring Schedule. Please submit all changes, edits and adjustments by the timeline dates. **Schedule Production Deadlines:***

May

Tuesday 5.14.19 1st Draft Sent to Division Deans

June

Tuesday 6.25.19 1st Draft Edits Due to Scheduler (*Andrea. M*)

July

Thursday 7.11.19 2nd Draft Sent to Division Deans

August

Thursday 8.15.19 2nd Draft Edits Due to Scheduler

Thursday 8.29.19 3rd Draft sent to the Division Deans

September

Tuesday 9.10.19 3rd Draft Edits Due to Scheduler (*Andrea. M*)

Tuesday 9.17.19 Word Doc sent to Division Deans

Thursday 9.26.19 Word Doc Edits due to Scheduler (*Andrea. M*) **by 2PM**

Design Process

Thursday 9.26.19 Scheduler sends Word Doc to the Designer (*Cheryl*)

TBA Design Copy sent to Scheduler → Divisions

TBA Divisions Return Design Copy Corrections to the Scheduler **by 2PM**

TBA Scheduler sends Design Copy corrections to Designer

TBA Designer uploads files via FTP to Wesco (print)

Printing Process

TBA Final Print Draft sent to Designer → Scheduler → Divisions

TBA Wesco sends the Blueline to the Designer → Scheduler → Divisions

TBA Corrections to the Blueline due to the Scheduler **by 12 noon** → to the Designer **by 1pm**

TBA Printed Schedules are Delivered to LPC

SPRING 2020- PRIORITY REGISTRATION BEGINS TBA