

Las Positas College- Office of Academic Services
SCHEDULE TIMELINE
Spring 2018
8.31.17

*This timeline is provided to keep track of the mandatory dates to make necessary changes to the Spring 2017 Schedule. Please submit all changes, edits and adjustments by the timeline dates. **Schedule Drafting Deadlines:***

May

Wed 5.24.17 1st Draft Sent to Division Deans

July

Thurs 7.20.17 1st Draft Edits Due to Scheduler (*Andrea. M*)

Thurs 7.27.17 2nd Draft Sent to Division Deans

August

Tues 8.29.17 2nd Draft Edits Due to Scheduler

Thurs 8.31.17 3rd Draft Sent to the Division Deans

September

Tues 9.12.17 3rd Draft Edits Due to Scheduler (*Andrea. M*)

Thurs 9.14.17 Word Doc sent to Division Deans

Thurs 9.21.17 Word Doc Edits due to Scheduler (*Andrea. M*) **by 2PM**

Design Process

Thurs 9.21.17 Scheduler sends Word Doc to the Designer (*Cheryl*)

Mon 9.25.17 Design Copy sent to Scheduler → Divisions

Fri 9.29.17 Divisions Return Design Copy Corrections to the Scheduler **by 2PM**

Fri 9.29.17 Scheduler sends Design Copy corrections to Designer

Fri 10.6.17 Designer uploads files via FTP to Wesco (print)

Printing Process

Mon 10.9.17 Final Print Draft sent to Designer → Scheduler → Divisions

Wed 10.11.17 Wesco sends the Blueline to the Designer → Scheduler → Divisions

Thurs 10.11.17 Corrections to the Blueline due to the Scheduler **by 12 noon** → to the Designer **by 1pm**

Wed 10.25.17 Printed Schedules are Delivered to LPC

SPRING 2017- PRIORITY REGISTRATION BEGINS NOVEMBER 8th