

Las Positas College  
*Office of Academic Services*

SCHEDULE TIMELINE  
**Fall 2018**  
**2.28.18**

*This timeline is provided to keep track of the mandatory dates to make necessary changes to the Fall Schedule. All changes, edits and adjustments should be included in the scheduling drafts.*

**Schedule Drafting Process**

**December**

Tues 12.12.17 Fall 2018 1st Draft Sent to Divisions

**February**

Mon 2.12.18 1st Draft Due to Scheduler (*Andrea.M*)

Wed 2.28.18 2nd Draft Sent to Divisions

**March**

Mon 3.12.18 2nd Draft Due to Scheduler

Wed 3.14.18 Word Doc sent to Division Deans

Fri 3.16.18 Word Doc due to Scheduler (*Andrea. M*) **by 2:30pm**

**Design Process**

Fri 3.16.18 Scheduler sends Fall\_ Word Doc to the Designer (*Cheryl*)

TBA Design Copy sent to Scheduler/Divisions

TBA Divisions Return Design Copy Corrections (FINAL EDITS) to the Scheduler **by 2:30pm**

TBA Scheduler sends Design Copy corrections to Designer

**Printing Process**

TBA Designer uploads files via FTP to Wesco (print)

TBA Wesco sends Proof (blue-line) to the Designer → Scheduler → Divisions

TBA Scheduler Returns any Proof Corrections back to the Designer

TBA Printed Schedules are Delivered to LPC

**Summer/Fall 2018 Registration Begins TBA**