

Las Positas College  
*Office of Academic Services*

SCHEDULE TIMELINE  
Fall 2019  
3.7.19

**Schedule Production**

*This timeline is provided to keep track of the mandatory dates to make necessary changes to the Fall Schedule. Please include all changes, edits and adjustments in the scheduling drafts.*

**December**

Wed 12.12.18 Draft 1 sent → Divisions

**February**

Mon 2.4.19 Draft 1 due → Scheduler

Thurs 2.14.19 Draft 2 → Divisions

Thurs 2.28.19 Draft 2 due → Scheduler

**March**

Thurs 3.7.19 Draft 3-Word Doc → Division Deans

Thurs 3.14.19 Draft 3- Word Doc due → Scheduler **by 2PM**

**Design Process**

TBA Scheduler sends Fall\_ Word Doc to the Designer

TBA Design Copy sent to Scheduler/Divisions

TBA Divisions Return DC Corrections (FINAL EDITS) Scheduler **by 2PM**

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**