

EL CAMINO COLLEGE

ANNUAL SCHEDULE DEVELOPMENT TIMELINE

SUMMARY FOR SCHEDULERS

DATE	ACTION	RESPONSIBLE PERSON(S)
November 1, 2024	COLLECTION OF TEACHING PREFERENCES	Academic Divisions
December 1, 2024	ANNUAL SCHEDULE ROLLOVER	Enrollment Data Analyst Academic Divisions
January 15, 2025	Clean up & edits (Summer-Focused) Initial draft Summer schedule due to Admins, Enrollment Data Analyst and VPAA from Deans	Enrollment Data Analyst
January 31, 2025	INTRODUCTORY PAGES DUE TO MARKETING	Deans, Directors, Managers, Supervisors
February 23, 2025	Clean up & edits (Fall-Focused) Initial draft Fall schedule due to Admins, Enrollment Data Analyst and VPAA from Deans	Enrollment Data Analyst
February 23, 2025	COURSE SORT SEQUENCE ISSUES REPORTED TO ENROLLMENT DATA ANALYST (For PDF – Clean up Process)	Academic Deans/Directors, Administrative Assistants
January -March 10, 2025	CURRICULUM CHANGES INPUT INTO COLLEAGUE	Curriculum Specialist
March 19, 2025	1 ST DRAFTS (Summer & Fall-Focused) - (includes name, times/days changes, sequencing changes, location changes)	Enrollment Data Analyst
April 8-12, 2025	TECHNICAL REVIEW (Summer & Fall) - Course sequencing, links, section descriptions, general editing, linked courses, initial error reports/corrections, check for Dual Enrollment in schedule	Enrollment Data Analyst, Academic Deans/Directors, Administrative Assistants, Program Directors
April 15, 2025	Clean up & edits (Winter & Spring-Focused) Initial draft Winter & Spring schedule due to Admins, Enrollment Data Analyst and VPAA from Deans	Enrollment Data Analyst
April 19, 2025	FINAL SCHEDULES SUBMISSIONS (Summer & Fall) COPY OF SCHEDULES DUE TO BOOKSTORE Send out Tentative Assignments for Summer & Fall	Administrative Assistants
April 20, 2025	Searchable schedule goes live	ITS
April 19 th until the end of the term	SCHEDULE CHANGES DISTRIBUTED TO REGISTRAR.	Administrative Assistants
May 15, 2025	1st DRAFTS (Winter & Spring-Focused)	Enrollment Data Analyst
June 11, 2025	FINAL SCHEDULES SUBMISSIONS (Winter & Spring). COPY OF SCHEDULES DUE TO BOOKSTORE Send out tentative assignments for Winter and Spring	Administrative Assistants

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June 12, 2025	Searchable schedule goes live	ITS
June 11 th until the end of the term	SCHEDULE CHANGES DISTRIBUTED TO REGISTRAR	Administrative Assistants

Administrative Assistants

Deadlines

- January 15 – receive initial draft Summer schedule from the Dean
- January 31 – Introductory pages due to marketing
- February 23 - receive initial draft Fall schedule from the Dean
- March 19 – have first drafts in Colleague for Summer and Fall
- April 8-12 – Meet with Enrollment Data Analyst to do technical review of Summer and Fall schedule
- April 15 – receive initial draft of Winter and Spring from the Dean
- April 19 – Final drafts of Summer and Fall in Colleague. Send out tentative assignments for Summer and Fall
- May 15 - have first drafts in Colleague for Winter and Spring
- June 11 – Final drafts of Winter and Spring in Colleague. Send out tentative assignments for Winter and Spring

Checklist

- Make sure to use the SECT screens not the XSCT screens when scheduling
- Delete any sections from the rollover if there have been curriculum changes
- Build Dual Enrollment courses with the rest of the schedule, mark them as active and select Hide in Course Catalog
- Mark Dual Enrollment courses taught by high school teachers as ZZZ
- Tentative assignments
- Faculty contracts go out two weeks before the semester starts
- Academic divisions/departments are responsible for forwarding a copy of the Division Course Schedule Reports (CSSC) to the bookstore.
- Changes, such as rooms, days, times, additions, or canceled sections, must be forwarded to the Dean of Enrollment Services, Registrar Assistant Director of A&R, and to the Bookstore.
- Use FWLR screen to pull tentative assignment documents
- Contracts are still sent out 2-3 weeks before each semester

Deans

Deadlines

- November – Request 2025-26 preferences
- January 15 – provide initial draft Summer schedule to Division Administrative Assistant
- February 23 - provide initial draft Fall schedule to Division Administrative Assistant
- April 15 – provide initial draft of Winter and Spring to Division Administrative Assistant

Checklist

- Make sure offering patterns match Program Maps

Enrollment Data Analyst

Deadlines

- December 1 – Roll over the schedule

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Checklist

- Update Programs in Colleague

Curriculum Specialist

Deadlines

- January – March 10 – Curriculum changes input into colleague

ITS

Deadlines

- April 20 – Searchable schedule for Summer and Fall goes live
- June 12 – Searchable schedule for Winter and Spring goes live