

EL CAMINO COLLEGE

ANNUAL SCHEDULE DEVELOPMENT TIMELINE

SUMMARY FOR SCHEDULERS

DATE	ACTION	RESPONSIBLE PERSON(S)
November 1, 2025	COLLECTION OF TEACHING PREFERENCES	Academic Divisions
November 1, 2025	ANNUAL SCHEDULE ROLLOVER	Enrollment Data Analyst Academic Divisions
December 15, 2025	Clean-up & edits Initial draft schedule due to Admins, Enrollment Data Analyst and VPAA from Deans	Enrollment Data Analyst
January 31, 2026	INTRODUCTORY PAGES DUE TO MARKETING	Deans, Directors, Managers, Supervisors
February 23, 2026	COURSE SORT SEQUENCE ISSUES REPORTED TO ENROLLMENT DATA ANALYST (For PDF – Clean-up Process)	Academic Deans/Directors, Administrative Assistants
January -March 10, 2026	CURRICULUM CHANGES INPUT INTO COLLEAGUE	Curriculum Specialist
March 19, 2026	1ST DRAFTS - (includes name, times/days changes, sequencing changes, location changes)	Enrollment Data Analyst
April 8-12, 2026	TECHNICAL REVIEW - 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 19, 2026	FINAL SCHEDULES SUBMISSIONS (Summer & Fall) COPY OF SCHEDULES DUE TO BOOKSTORE Send out Tentative Assignments. SCHEDULE CHANGES DISTRIBUTED TO REGISTRAR.	Administrative Assistants
April 20, 2026	Searchable schedule goes live	ITS

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Administrative Assistants

Deadlines

- December 15 – receive initial draft schedule from the Dean
- January 31 – Introductory pages due to marketing
- March 19 – have first drafts in Colleague April 8-12 – Meet with Enrollment Data Analyst to do technical review of schedule
- April 19 – Final drafts in Colleague. Send out tentative assignments *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
- December 15 – provide initial draft schedule to Division Administrative Assistant

Checklist

- Make sure offering patterns match Program Maps

Enrollment Data Analyst

Deadlines

- December 1 – Roll over the schedule

Checklist

- Update Programs in Colleague

Curriculum Specialist

Deadlines

- January – March 10 – Curriculum changes input into colleague

MarCom and ITS

Deadlines

- April 20 – Searchable schedule goes live