Curriculum, Class Schedule and Book Due Dates
Winter 2019 – Fall 2019

Catalog Tasks	Winter 2019	Spring/Summer 2019	Fall 2019
New Programs and Associated New Courses	Contact C&A Office	N/A	Oct. 5, 2018
Program Changes and Inactivations	N/A	N/A	Jan. 11, 2019
New Courses and Course Changes	Sept. 14, 2018	Dec. 5, 2018	Jan. 11, 2019
Course Inactivations	Oct. 19, 2018	Feb. 14, 2018	Mar. 10, 2019
New Programs Ready for the Board of Trustee Approval	N/A	N/A	Nov. 9, 2018
Board of Trustee Review	N/A	N/A	Nov. & Dec. meetings
Schedule Available on Web	Oct. 10, 2018	Feb. 13, 2019	Feb. 13, 2019
Registration Begins	Nov. 7, 2018	Mar. 13, 2019	Mar. 13, 2019
Registration Tasks	Winter 2019	Spring/Summer 2019	Fall 2019
Roll-up of previous year classes available **to all** on Oraweb to prepare 1st draft of class schedule (in addition to dept. input)	Jul. 9, 2018	Sept. 4, 2018	Nov. 1, 2018
Instructional departments complete review schedule, assign instructors and recommend adjustments	Sept. 4, 2018	Jan. 11, 2019	Jan. 11, 2019
All FT & PT faculty textbook orders input into WCC book database	Aug. 13 – Sept. 28, 2018	Jan. 8 – Feb. 8, 2019	Jan. 8 – Feb. 8, 2019
Dept. Chairs review schedule and give recommended schedule to Dean	Sept. 11, 2018	Jan. 18, 2019	Jan. 18, 2019
Deans/Administrators can schedule any available room as needed now. **Distance Learning** gives notes for DL, MM and HSC 100 to Educational Services.	Sept. 19, 2018	Jan. 25, 2019	Jan. 25, 2019
Deans/Administrators finish inputting instructor assignments and other schedule adjustments	Oct. 8, 2018	Feb. 10, 2019	Feb. 10, 2019
Dept. Chairs finalize textbook and supply orders by the day before schedules available	Oct. 9, 2018	Feb. 12, 2019	Feb. 12, 2019
Schedule available on Web for the general public	Oct. 10, 2018	Feb. 13, 2019	Feb. 13, 2019
Registration begins	Nov. 7, 2018	Mar. 13, 2019	Mar. 13, 2019
Semester begins	Jan. 14, 2019	May 13, 2019	Aug. 26, 2019