Curriculum, Class Schedule and Book Due Dates
Winter 2020 – Fall 2020

Catalog Tasks	Winter 2020	Spring/Summer 2020	Fall 2020
New Programs and Associated New Courses	Contact C&A Office	N/A	Oct. 7, 2019
Program Change and Inactivation	N/A	N/A	Jan. 10, 2020
New Courses and Course Changes	Sept. 16, 2019	Dec. 5, 2019	Jan. 10, 2020
Course Inactivations	Oct. 18, 2019	Feb. 14, 2019	Mar. 10, 2020
New Programs Ready for the Board of Trustee Approval	N/A	N/A	Nov. 14, 2019
Board of Trustee Review	N/A	N/A	Nov. & Dec. meetings
Schedule Available on Web	Oct. 10, 2019*	Feb. 13, 2020*	Feb. 13, 2020*
Registration Begins	Nov. 7, 2019*	Mar. 13, 2020*	Mar. 13, 2020*
Registration Tasks	**Winter 2020**	**Spring/Summer 2020**	**Fall 2020**
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, 2019	Sept. 4, 2019	Nov. 1, 2019
Instructional departments complete review schedule, assign instructors and recommend adjustments	Sept. 4, 2019	Jan. 10, 2020	Jan. 10, 2020
All FT & PT faculty textbook orders input into WCC book database	Aug. 13 – Sept. 27, 2019	Jan. 8 – Feb.7, 2020	Jan. 8 – Feb. 7, 2020
Dept. Chairs review schedule and give recommended schedule to Dean	Sept. 11, 2019	Jan. 17, 2020	Jan. 17, 2020
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, 2019	Jan. 27, 2020	Jan. 27, 2020
Deans/Administrators finish inputting instructor assignments and other schedule adjustments	Oct. 8, 2019	Feb. 10, 2020	Feb. 10, 2020
Dept. Chairs finalize textbook and supply orders by the day before schedules available	Oct. 9, 2019	Feb. 13, 2020	Feb. 13, 2020
Schedule available on Web for the general public	Oct. 10, 2019*	Feb. 13, 2020*	Feb. 13, 2020*
Registration begins	Nov. 7, 2019*	Mar. 13, 2020*	Mar. 13, 2020*
Semester begins	Jan. 13, 2020	May 8, 2020	Aug. 31, 2020

* Estimated dates for schedule and registration