

# PIERCE COLLEGE

## Academic Affairs - Scheduling Office

Fall 2021

**DATE:** December 17, 2020  
**TO:** Department Chairs and Program Directors  
**FROM:** Donna-Mae Villanueva, Dean of Academic Affairs  
David Koehnlein, Academic Scheduling Specialist  
**SUBJECT: TIMELINE FOR FALL 2021 SCHEDULE**

Thursday, December 17            1st Galleys to Department Chairs  
(Winter Break: December 21 – January 1)  
Winter classes begin January 4

**Thursday, January 14, 2021**    **1st Galleys due** back from Chairs to Area Deans  
Deadline for Large Class Credit Requests  
*Spring classes begin February 8*

Thursday, January 28            **1<sup>st</sup> Galleys due** back from Deans to Scheduling Office

**Tuesday, February 16**            ***Draft of updated Spring 2021 Seniority Lists to be submitted to Area Deans for review***

Thursday, February 18            **2<sup>nd</sup> Galleys** to Department Chairs

**Thursday, March 4**                **2<sup>nd</sup> Galleys due** back from Chairs to Area Deans

Thursday, March 11                **2<sup>nd</sup> Galleys due** back from Deans to Scheduling Office  
FTEF Checking and Room Resolutions

Friday, March 19                 Fall 2020 Seniority Lists must be submitted to V.P.

**Monday - Monday**                **“Page Proofs”** here for review (and pdf sent to chairs)  
**March 29 – April 12**                **All room issues must be resolved by April 1**

Thursday – Monday                Schedule draft available for review on Academic Affairs website  
April 1 – 12                            (Faculty can check their teaching assignments)  
*(Spring Break: April 2 - 9)*

**Wednesday, April 14**                **Schedule available on LACCD Portal and Pierce Website**  
***Hourly assignment letters sent out 10<sup>th</sup> week of the semester (April 12)***  
*(Priority Registration Tier 1 begins May 3)*  
*(Continuing Student Registration begins May 10)*

cc: Alexis Montevirgen            Earic Peters                            Rolf Schleicher  
Sharon Dalmage                    Mary Anne Gavarra-Oh                Mon Khat                                Susan Rhi-Kleinert  
Juan Carlos Astorga                William Marmolejo                    Claudia Velasco                        Lorena Lopez  
Cristina Rodriguez                Anafe Robinson                        Doreen Clay                            Todd Roberson  
Tony Bush                              Yesenia Crisanto                        Sean Khalifehzadeh                    Alim Razi  
David Valentino                      Arthur Yin                                Mary Fellows                            Chris Lauterdale  
Victoria Romero                      Wendy Bass Keer                        Candy Van                                Giselle Calubayan