

SANTA ANA COLLEGE

2021 – 2022 CATALOG TIMELINES

- 11/23/2020 Curriculum Office send policies proof to Division Offices and Task Force Members
- 12/18/2020 Division Offices and Task Force members return **polices proof** to Curriculum Office.
- 1/15/2021 Courses, programs, and policies proof is sent to the Graphic Communications.
- 1/29/2021 Graphic Communications provides **1st proof** to the Curriculum Office for distribution.
- 2/1/2021 Curriculum Office distributes **1st proof** to Division Offices and Task Force Members.
- 2/18/2021 Print or Bindery specifications are given to Purchasing for vendor quotes, if needed.
- 2/18/2021 Division Office and Task Force members return **1st proof** to Curriculum Office.
(Major corrections must be made at this time)
- 3/1/2021 Return **1st proof** to Graphic Communications.
- 3/10/2021 Graphic Communications returns **2nd proof** to Curriculum Office.
- 3/11/2021 Curriculum Office distributes **2nd proof** to Divisions and Task Force.
(Minor “typo” corrections only)
- 3/22/2021 Divisions and Task Force members return **2nd and FINAL proof** to Curriculum Office.
- SPRING BREAK: APRIL 5 – 9, 2021**
- 3/29/2021 Curriculum Office returns **2nd proof – FINAL copy** to Graphic Communications.
- 4/7/2021 Desktop publisher prepares electronic file for web upload/printing preparation.
- 4/12/2021 Graphic Communications provides printer’s proof to Curriculum Office/Dean of Academic Affairs for approval.
- 4/13/2021 Approval and ready for print/vendor notified.
- 4/15/2021 Outside Production: Catalogs delivered to SAC for distribution.