

Fall 2017
Class Schedule Planning Calendar

October 18 -November 22	Schedule Planning
October 18	Vicki Partin submits space allocation and class schedule recommendations to the ALT
November 22	ALT members submit schedules to Vicki Partin
November 28 – January 20	Registrar’s Office enters schedules into PeopleSoft
January 24	Vicki Partin sends 1 st proof to ALT
February 7	ALT members return 1 st proof to Vicki Partin
February 14	Vicki Partin sends final proof to ALT
February 17	ALT members return final proof to Vicki Partin
February 27	Registrar posts PDF to website for priority registration