

Spring 2017
Class Schedule Planning Calendar

March 22- May 6	Schedule Planning
March 22	Vicki Partin submits space allocation and class schedule recommendations to the ALT
May 6	ALT members submit schedules to Vicki Partin
May 9 – August 5	Registrar’s Office enters schedules into PeopleSoft
August 9	Vicki Partin sends 1 st proof to ALT
August 24	ALT members return 1 st proof to Vicki Partin
September 9	Vicki Partin sends final proof to ALT
September 16	ALT members return final proof to Vicki Partin
September 30	Registrar posts PDF to website for priority registration