

## Class Schedule Planning Calendar Spring 2016

March 27-May 8	Schedule Planning
March 27	Course Analysis Team submits its space allocation and class schedule recommendations to the ALT
April 28	<ul style="list-style-type: none"> <li>• ALT members submit completed room grids for Regional Campuses to Dave Hellmich</li> <li>• ALT members have completed the schedule's draft</li> </ul>
May 1 [8:30-10:00 Newtown Campus Conference Room]	<ul style="list-style-type: none"> <li>• Regional Campus Meta-analysis</li> <li>• Division "Room Swap"</li> </ul>
May 8	ALT members submit class schedules to the Course Analysis Team
June-July	Registrar's Office enters schedules into PeopleSoft
August 11	Dave Hellmich sends 1 <sup>st</sup> proof to ALT
August 26	ALT members return 1 <sup>st</sup> proof to the Course Analysis Team, which contains 12-week general education and support courses and evening Lawrenceburg and Winchester courses.
September 11	Dave Hellmich sends 2 <sup>nd</sup> proof to ALT
September 18	ALT members return 2 <sup>nd</sup> proof to the Course Analysis Team
September 30	Registrar posts PDF to website for priority registration