

**Fall 2016**  
**Class Schedule Planning Calendar**

October 20- December 4	Schedule Planning
October 20	Deans & Vicki Partin submits space allocation and class schedule recommendations to the ALT
November 19	<ul style="list-style-type: none"> <li>• ALT members submit completed room grids for Regional Campuses to Vicki Partin</li> <li>• ALT members have completed the schedule's draft</li> </ul>
December 1 [2 <sup>nd</sup> hour of ALT]	<ul style="list-style-type: none"> <li>• Regional Campus Meta-analysis</li> <li>• Division "Room Swap"</li> </ul>
December 4	ALT members submit schedules to Vicki Partin
December 7 – January 22	Registrar's Office enters schedules into PeopleSoft
January 26	Vicki Partin sends 1 <sup>st</sup> proof to ALT
February 5	ALT members return 1 <sup>st</sup> proof to Vicki Partin
February 16	Vicki Partin sends final proof to ALT
February 19	ALT members return final proof to Vicki Partin
February 26	Registrar posts PDF to website for priority registration