

**Spring 2018
Class Schedule Planning Calendar**

March 21- May 5	Schedule Planning
March 21	Scheduling Coordinator (SC) submits space allocation and class schedule recommendations to the ALT
April 7	Coordinator Regional & Leestown Spring Schedule Analysis
May 5	ALT members submit schedules to SC
May 8 – July 31	Registrar’s Office enters schedules into PeopleSoft
August 1	SC sends 1 st proof to ALT
August 17	ALT members return 1 st proof to SC
August 29	SC sends final proof to ALT
September 5	ALT members return final proof to SC
September 11	SC sends bookstore course fees & variable credit requests
September 13	ALT returns list of classes with bookstore course fees and list of sections with variable credit
September 29	Registrar posts PDF to website for priority registration