

**Summer 2017
Class Schedule Planning Calendar**

September 19- October 12	Schedule Planning
September 19	Deans & Vicki Partin submits space allocation and class schedule recommendations to the ALT
October 12	ALT members submit summer schedules to Vicki Partin
October 13 – January 9	Registrar's Office enters schedules into PeopleSoft
January 10	Vicki Partin sends 1 st proof to ALT
January 17	ALT members return 1 st proof to Vicki Partin
January 31	Vicki Partin sends final proof to ALT
February 3	ALT members return final proof to Vicki Partin
February 8	Vicki Partin sends request for summer course fees
February 15	ALT members return list of summer classes with course fees
February 28	Registrar posts PDF to website for priority registration