

## Schedule Planning Calendar Spring 2015

March 25-May 9	Schedule Planning
March 25	Course Analysis Team submits its space allocation recommendations to the ALT
April 1	Course Analysis Team submits its course schedule recommendations to the ALT
April 25	<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 2 8:30-10:00 Leestown Campus M122	<ul style="list-style-type: none"> <li>• Regional Campus Meta-analysis</li> <li>• Division "Room Swap"</li> </ul>
May 9	ALT members submit schedules to 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 Course Analysis Team
September 12	Dave Hellmich sends 2 <sup>nd</sup> proof to ALT
September 19	ALT members return 2 <sup>nd</sup> proof to Course Analysis Team
September 30	Registrar posts PDF to website for priority registration