

**Summer 2016
Class Schedule Planning Calendar**

September 16- October 14	Schedule Planning
September 16	Deans & Vicki Partin submits space allocation and class schedule recommendations to the ALT
October 9	ALT members submit completed room grids to Vicki Partin
October 14	ALT members submit summer schedules to Vicki Partin
October 17 – January 11	Registrar's Office enters schedules into PeopleSoft
January 12	Vicki Partin sends 1 st proof to ALT
January 19	ALT members return 1 st proof to Vicki Partin
February 2	Vicki Partin sends final proof to ALT
February 5	ALT members return final proof to Vicki Partin
February 26	Registrar posts PDF to website for priority registration