

**Fall 2015**  
**Class Schedule Planning Calendar**

October 21- February 13	Schedule Planning
October 21	Course Analysis Team submits its space allocation and class schedule recommendations to the ALT
November 21	<ul style="list-style-type: none"> <li>• ALT members submit completed room grids for Regional Campuses and Leestown Campus to Dave Hellmich</li> <li>• ALT members have completed the schedule's draft</li> </ul>
December 3 [2 <sup>nd</sup> hour of ALT]	<ul style="list-style-type: none"> <li>• Regional and Leestown Campus Meta-analysis</li> <li>• Division "Room Swap"</li> </ul>
December 4	ALT members submit schedules to the Course Analysis Team
December 8 – January 23	Registrar's Office enters schedules into PeopleSoft
January 27	Dave Hellmich sends 1 <sup>st</sup> proof to ALT
February 6	ALT members return 1 <sup>st</sup> proof to the Course Analysis Team
February 17	Dave Hellmich sends final proof to ALT
February 20	ALT members return final proof to the Course Analysis Team
February 27	Registrar posts PDF to website for priority registration