# PBC-Scheduling Curriculum Submission Timelines and Considerations

This timeline only applies to Classroom-Specific Spaces on the Phoenix Biomedical Campus.

Factors considered by PBC-Scheduling in placing room assignments for competing requests for the use of space and resources within specific groups include: date and time the request is received, type of use, expected attendance, requirements for special audio-visual, facilities, length of program, recurring sessions (daily, weekly, monthly, etc.), and availability of alternative space. Weekly recurring academic credit-bearing courses have priority over sessions that are one-time or occasional.

Once all PBC curriculum needs are met, requests for internally sponsored events, and then outside affiliated organization scheduling, will be considered.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Timeline for Reservation Requests/Room Assignments</th>
</tr>
</thead>
</table>
| **Phase 1:** PBC Curriculum Scheduling Starts | Credit-bearing courses, as well as orientation and graduation activities. | Requests are entered into [Astra Schedule](#) for PBC curriculum during the dates listed below. Late requests cannot be assured.  
**Requests for July-December | Fall Semester:** Submit requests between October 1st – November 15th  
**Requests for January-June | Spring Semester:** Submit between May 1st – June 15th |
| **Phase 2:** PBC-Scheduling Room Assignments Start | Room assignments for credit-bearing courses, as well as orientation and graduation activities receive room assignments. | PBC requests receive room assignments. Late requests cannot be assured.  
**Requests received for July-December | Fall Semester:** Room assignments reports sent by December 1st  
Room assignments reports confirmed by December 15th  
**Requests received for January-June | Spring Semester:** Room assignments reports sent by July 1st  
Room assignments reports confirmed by July 15th |
| **Phase 3:** PBC Non-Curriculum Scheduling | Meetings, seminars, trainings and conferences that are sponsored internally/Externally by the PBC. | **Requests for July-December | Fall Semester:** Submit any time after December 15th  
**Requests for January-June | Spring Semester:** Submit any time after July 15th |