PBC-Scheduling Curriculum Submission Timelines and Considerations

This timeline only applies to Classroom-Specific Spaces. Reserving Meeting-Specific spaces is much less restrictive, allowing scheduling a year out from your desired date.

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>
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<tr>
<th>Phase</th>
<th>Description</th>
<th>Timeline for Reservation Requests/Room Assignments</th>
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| **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 (first weekday) - November (last weekday).  
**Requests for January-June | Spring Semester:**  
Submit between May (first weekday) - June (last weekday). |
| **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 confirmed by December 1.  
**Requests received for January-June | Spring Semester:**  
Room assignments confirmed by July 1. |
| **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. |