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.

Phase	Description	Timeline for Reservation Requests/Room Assignments
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