
Registrar's Spring 2024 LTM Course Request Timeline

Friday, September 8, 2023

Registrar will send College Level Learning Community Administrators (LC ADMINS) email with instructions and *LTM Course Request Forms* for them to forward to their Learning Community Coordinators (LC COORDS).

Friday, September 22, 2023 (by noon)

Deadline for LC COORDS to submit:

- *LTM Course Request Forms* to LC ADMINS.
- *Request to Link with English Form* submissions due (forward email confirmation to LC ADMINS).

Friday, September 29, 2023 (by noon)

Deadline for LC ADMINS to submit:

- Approved *LTM Course Request Forms* to Registrar's Office.
- Changes to *Request to Link with English Form* (submit via link in email confirmation that LC COORD forward to you).

Saturday, September 30, 2023

Schedule of classes for Spring 2024 goes from tentative to final and is available [online](#).

Monday, October 2, 2023

Registration Authorization Numbers (RAN) are available in AccessPlus for continuing students for Spring 2024.

Tuesday, October 10, 2023

All LTM schedule grids will be available for final proofing by end of day. Registrar will share LTM schedule grids via e-mail/Cybox with all LC COORDS.

Friday, October 13, 2023 (by noon)

Deadline for LC COORDS/ADMINS to submit revision requests for LTM schedule grids to Registrar.

Tuesday, October 17, 2023 (by noon)

Final LTM schedule grids will be available via Cybox.

Wednesday, October 18, 2023

Registration for Spring 2024 begins.

Wednesday, November 8, 2023

Deadline for LC COORDS to submit requests to extend LTM seat reservations.

Monday, November 13, 2023

LC ADMINS meet to review Spring 2024 requests to extend LTM seat reservations.

Monday, November 20, 2023

All remaining LTM seats in Spring 2024 courses **will be released** on this date starting at 9:00 a.m., *UNLESS* formally approved for extended LTM seat reservation.

CONTACT INFORMATION FOR QUESTIONS ABOUT THIS PROCESS

REGISTRAR'S OFFICE	Michelle Hertzke, reg-lc@iastate.edu Dawn Risdal, reg-lc@iastate.edu
LEARNING COMMUNITIES	Jen Leptien, jenl@iastate.edu Kyle Holtman, holtman@iastate.edu
ENGLISH LINK COORDINATOR	Brenna Dixon, bjdixon@iastate.edu

COLLEGE LEARNING COMMUNITY ADMINISTRATION CONTACTS

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