

Subject: OTR-Website Update

Sent: Friday, October 28, 2022

Good Morning Everyone,

We are happy to announce we have made a few additions to the Classroom Scheduling & Reservation [webpage](#). There is now a table at the top of this page with three tabs of helpful information.

- Communications – The most recent major announcements communicated to department Academic Program Coordinators
- Scheduling Guidelines – A copy of the 2012 JCAPP approved scheduling guidelines still in use.
- Production Schedule – A copy of the annual timeline in place for the production of the Schedule of Classes and registration for future terms.

We hope that you find this information useful in planning your department's cyclical task management. As always, if you have any questions, please feel free to reach out to the ASEN Scheduling Team.