

Subject: Summer 2023 - CLSS Open
Date: Monday, November 21, 2022

Greetings from the Office of the Registrar, Homewood – Academic Scheduling Team,

We are reaching out to let you know that CLSS is open for Summer 2023 course maintenance. Attached to this email you will find a copy of the course worksheet for your department. Please make note of the following deadlines:

New Course Forms are due in OnBase by 4:00 PM on Friday, January 13th, 2023. Anything submitted after this deadline may not be entered into SIS by the time proofs are distributed for review.

Access to CLSS for Summer 2023 course maintenance ends at 4:00 PM on Friday, January 20th, 2023. All edits to the Summer 2023 course schedule for the department should be input into CLSS by this deadline. This is also the date in which all Schedule Change forms for catalog level data should be submitted to OnBase.

We hope to have the course proofs out to departments by the end of the day on Wednesday, January 25th, 2023. Edited proofs are due to our office by 4:00 PM on Friday, February 3rd, 2023.

Thank you and have a wonderful day,

ASEN Scheduling Team