

Greetings from the ASEN Scheduling team,

We are reaching out to let you know that CLSS is open for Fall 2023 course maintenance. Attached to this email is a copy of the course worksheet for your department, as well as the historical enrollments for the courses that have rolled. Anything highlighted in yellow on the historical enrollments document should be considered for lowering the enrollment capacity of based on the historical enrollments. We have also attached the final waitlist reports from Fall 2022 to assist in planning enrollment capacities and the number of sections being offered.

Please make note of the following deadlines:

New Course Forms are due in OnBase by 4:00 PM on Friday, February 10th, 2023. Anything submitted after this deadline may not be entered into SIS by the time proofs are distributed for review. This is also the date in which all Schedule Change forms for catalog level data should be submitted to OnBase.

Access to CLSS for Fall 2023 course maintenance ends at 4:00 PM on Friday, February 17th, 2023. All schedule edits to the Fall 2023 course schedule for the department should be input into CLSS by this deadline.

We hope to have the course proofs out to departments by the end of the day on Wednesday, February 22nd, 2023. Edited proofs are due to our office by 4:00 PM on Friday, March 3rd, 2023.

For Fall 2023 all courses will continue to be meeting in-person. Please be sure to follow the Scheduling Guidelines and approved time-blocks. Some departments have been affected by construction on campus and the number of sections being offered continues to grow, increasing dependence on general pool classrooms. With these types of shared constraints in mind, please try to schedule courses outside of primetime and/or utilize department-controlled space whenever possible. While current scheduling guidelines allow for 60% of a department's courses to meet during primetime (10:00 AM – 3:00 PM), we only have access to approximately 80 General Pool Classrooms per time slot and the number of shared spaces varies each term. And remember, courses *can* begin at 8am MWF (incentive → almost guaranteed desired room choice).

Thank you and have a wonderful day,

ASEN Scheduling Team