

Subject: Summer 2023 Course Proof

Sent: Wednesday, January 25, 2023

Good Afternoon,

Attached to this email is the Summer 2023 course proof for your department & instructions on how to edit the course proof. Also attached is the matrix for summer section numbers, which includes the summer term dates for each section number. Please review the proof carefully, being sure to update the section numbers, course dates, and course fees where applicable.

Summer 2023 Course Proofs

Cross-listed courses may appear either preceding or following departmental offerings depending on the alpha/numeric order of the cross listed department.

Remember, if printing out the proof, to use LEGAL size paper layout.

After you complete your review, please email 1 copy of your course proof to our office noting any corrections in **red** (or any legible color that is not dark ink).

Please email your corrected proofs to our office on or before **4 p.m. Friday, February 3rd, 2023.** Information submitted after that time may not be accurately reflected in SIS when the Class Search site opens for student viewing for pre-registration planning on **Monday, February 20th, 2023.**

If you have any questions please contact us. Thank you for your assistance with the Summer 2023 course schedule.

The ASEN Scheduling Team