

To: Department Coordinators
From: ASEN Scheduling Team

September 27, 2023

RE: Reviewing Spring 2024 Course Proofs

Greetings from the ASEN Scheduling Team,

Attached is a copy of the department's Spring 2024 course offerings & instructions on how to edit the course proof.

The course proof is now an Excel spreadsheet. This change was made as we had received multiple requests over the last few years for the proof to be a spreadsheet, and we could see the benefit in being able to sort and filter with a spreadsheet as opposed to using a PDF. If you would prefer to have a PDF, please email us and we can send you that separately.

Please be sure to review the instructions on how to edit the course proof, for updates on how we would like the **new version of the course proof** edited.

Spring 2024 Course Proofs

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

After you complete your review, please email 1 copy of your course proof to our office noting any corrections in **red**.

Please email your corrected proofs to our office on or before **4 p.m. Friday, October 6th, 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, October 23rd, 2023**.

If you have any questions please contact us.

Thank you for your assistance with the Spring 2024 course schedule.

The ASEN Scheduling Team