

TO: Dept. Coordinators/Schedulers
RE: Fall 2024 Course Schedule Maintenance is OPEN
Date: 12/18/23

Greetings from the ASEN Scheduling team,

We are reaching out to let you know that CLSS is open for Fall 2024 course maintenance. Attached to this email you will find a copy of the course worksheet for your department, as well as the historical enrollments for the courses that rolled. We have also attached the final waitlist reports from Fall 2023. Please make note of the following deadlines:

New Course Forms are due in OnBase by 4:00 PM on Friday, February 9th, 2024. 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 2024 course maintenance ends at 4:00 PM on Friday, February 16th, 2024. **All** edits to the Fall 2024 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 21st, 2024. Edited proofs are due to our office by 4:00 PM on Friday, March 1st, 2024.

For Fall 2024 all courses will be meeting in-person. Please be mindful of the times you are scheduling courses. Classroom availability may be affected by current and pending construction projects, but the number of sections being offered continues to increase significantly.

Try to schedule courses outside of primetime and/or utilize department-controlled space whenever possible. While current scheduling guidelines allow for 60% of a departments 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 an almost guaranteed desired room choice).

Thank you and have a wonderful day.

ASEN Scheduling Team