

Greetings from the ASEN Scheduling Team,

Attached is a copy of the department's Summer 2024 course offerings & 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.

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.

Summer 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.

Please review the proof carefully, being sure to update the section numbers, course dates, and course fees where applicable. Also note that contact time must be met with 1 credit = 700 minutes of time with the students.

Please email your corrected proofs to our office on or before **4 p.m. Friday, February 2nd, 2024**. 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 19th, 2024**.

If you have any questions please contact us.

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

The ASEN Scheduling Team