

TO: Dept. Coordinators/Schedulers
RE: Spring 2025 - CLSS Open for Course Maintenance
Date: 07/29/24

Greetings from the ASEN Scheduling team,

We are reaching out to let you know that CLSS is open for **Spring 2025** 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 Spring 2024 and a report that shows who has access to view the department rosters for the department. Please make note of the following deadlines:

New Course Forms are due in OnBase by 4:00 PM on Friday, September 13th, 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 Spring 2025 course maintenance ends at 4:00 PM on Friday, September 20th, 2024. **All** edits to the Spring 2025 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, September 25th, 2024. Edited proofs are due to our office by 4:00 PM on October 4th, 2024.

For Spring 2025 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 75 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