

TO: Dept. Coordinators/Schedulers
RE: Intersession 2026 - CLSS Open for Course Maintenance
Date: Monday 8/18/25

Greetings from the ASEN Scheduling team,

We are reaching out to let you know that [CLSS](#) is open for Intersession 2026 course maintenance. Attached to this email you will find a copy of the course worksheet for your department. Please make note of the following deadlines:

New Course Forms are due in OnBase by 4:00 PM on Friday, October 10th, 2025. 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 Intersession 2026 course maintenance ends at 4:00 PM on Friday, October 17th, 2025. **All** edits to the Intersession 2026 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, October 22nd, 2025. Edited proofs are due to our office by 4:00 PM on Friday, October 31st, 2025.

Thank you and have a wonderful day,

The ASEN Scheduling Team