

To: Academic Depts.

Re: Summer 2026 Course Maintenance Now Open in CLSS

Date: 11/17/25

Greetings from the ASEN Scheduling Team,

We're reaching out to let you know that **CLSS is now open for Summer 2026 course maintenance**. Attached to this email is your department's course worksheet for reference as you begin reviewing and updating your summer schedule.

Please note the following important deadlines:

- **Friday, January 9, 2026 (4:00 PM):**
New Course Forms must be submitted to OnBase by this deadline. Any forms submitted after this time may not be processed in time for SIS updates before proofs are distributed. This is also the deadline for submitting Schedule Change forms for catalog-level data.
- **Friday, January 16, 2026 (4:00 PM):**
CLSS access for Summer 2026 course maintenance will close. Please ensure all edits to your department's schedule are entered into CLSS by this date.
- **Wednesday, January 21, 2026 (end of day):**
We anticipate distributing course proofs.
- **Friday, January 30, 2026 (4:00 PM):**
Edited proofs should be returned to our office by this deadline.

Thank you for your attention to these deadlines. If you have any questions as you work through your Summer 2026 schedule, please don't hesitate to reach out—we're happy to assist.

Wishing you a wonderful day,

The ASEN Scheduling Team