

## Block Scheduling Kickoff

Good Afternoon,

The \_\_\_\_\_ Course Offering Spreadsheet has been uploaded to your OneDrive folder with target numbers for new freshman and transfers by major. Please visit the OneDrive to view your 22XX tracks, macros, and the updated \_\_\_\_\_ Course Offering Spreadsheet. Pathway is – Shared, Block Scheduling XX<Your College> - 22XX <Your College> - 22XX Course Offering Spreadsheet Target Values.

Details have also been finalized regarding the catalog updates with respect to GE Area F. As such, all tracks have been updated to include area F and have been uploaded to the OneDrive as well. If you have any questions or would like to discuss revising your \_\_\_\_\_ track, please contact me at [blockreg@calpoly.edu](mailto:blockreg@calpoly.edu). As a reminder, finalized tracks are due by \_\_\_\_\_. If I do not hear from you by that date, I will move forward with the track that is on the OneDrive. If the track that is currently on the OneDrive is fine, you can respond to this email with that information. If you have already emailed feedback/approval for your track, then no further action is needed on your part.

The \_\_\_\_\_ Course Offering Spreadsheet identifies by course the seats I will reserve for freshmen (and transfers by request), seats left for continuing students, and course demand and enrollment capacities for \_\_\_\_\_ as of \_\_\_\_\_. You can also see the majors that include your course(s) in their track to know who may be enrolled in your course(s) for \_\_\_\_\_. If you plan to ask for seats to be reserved for new transfers either in your courses or in courses outside your department for your students, please email me at the blockreg email by \_\_\_\_\_. If you are requesting seats outside of your department, please also include contacts from that department as well so that they are aware. Please be specific, for example, ENGL 351 – 5 seats for any transfer and 5 seats for ENGL transfers.

If you have any questions at all, please feel free to contact me.

Thank you,