Hello Academic Schedulers, Department Heads/Chairs, and Administrative Assistants:

It’s time to build your _______ Class Schedule. You will be using CLSS to complete your data entry. Once you submit your schedule, it will be reviewed and moved to Refine mode by our office. All schedules will be moved to Refine mode on or before _______, regardless of whether initial data entry is complete. If you are not done with initial changes, you still can make edits, but they will be submitted on an individual basis. Missing the published deadline means inaccurate information will be evaluated for your department.

______ Term (22XX)

- Your _______ term schedule is now available in Design Mode in CLSS.
- Updates should be made no later than end of day, ________.
- Note: as of summer 2022, fully online offerings must be approved at catalog level. Pre-approved sections have been renumbered with the 80 series naming convention. Sections that were scheduled fully online but not approved have been removed from the schedule, though may be scheduled in-person if desired. *Some course modifications received by the December 15 deadline are still pending in curriculum workflow. These sections were not deleted and may remain in the class schedule as virtual sections, pending Senate approval.

Drop-In Lab
Feel free to “stop by” during the scheduled time and ask questions or log in and work on your schedule with input from someone from the Scheduling team. Mark your calendars now, but we’ll also send you a reminder the week of in case any questions come up.

Thursday, February 17th 9:10 a.m. – 11:00 a.m. https://calpoly.zoom.us/j/88670050062

Your Planning Phase Requests for ______ are due to University Scheduling by ________. Special Requests should be submitted in the Comment field of the related section. Note that the configuration of CLSS will allow you the ability to make key changes to your schedule until the start of the term. This will eliminate the need for a significant number of emails as you are able to make changes directly in CLSS which will update PeopleSoft.

We appreciate all that you do and look forward to working with you on the ______ class schedule.

The following resources may be helpful when completing your data entry:
- Cal Poly Catalog (If you need to refer to course components, units, and requisites)
- Campus Administrative Policy (Explains policy on class scheduling, including use of lecture rooms for lecture/seminar/discussion sections and scheduling. Breakdown percentages in CLSS are based on how rooms have been utilized in the past. If all
departments adhere to recommended spread, University room can be evenly spread among all colleges.)

- Information for Academic Schedulers (Class Scheduling Production Calendar, Approved Scheduling Time Patterns, Scheduling User Guide to PeopleSoft)
- Quarterly Calendars and Deadlines (Final Exam Schedule, Registration Rotations, Student Planning Calendar)
- Selected Topic Proposals
- CourseLeaf CLSS FAQ page
- Resources for CourseLeaf CLSS can be found under the Academic Scheduling Resources information: https://registrar.calpoly.edu/academic-scheduling/#acad_sched_resource
- CLSS “How to” videos on SharePoint

Join us at one of the open labs. If you are unable to attend, please reach out and we will schedule a time to work with the scheduling team for your department.

Attachments:

- _________ Schedule of Classes PDF
- _________ Session Dates

Thank you,

The University Scheduling Team
Office of the Registrar
Cal Poly, San Luis Obispo, CA
www.registrar.calpoly.edu