

Frequency – Once a year

Audience - Dept Chair and Admin Support

Reminder template for flowcharts only (TTO changes have been sent or no changes)

Hello,

On (enter month & day), 202X, we sent an email (please see email below) requesting your department to review the 202X-2X Major Flowcharts. Since we have not received a response, we will assume that your department is not requesting any flowchart edits or sequencing preferences for the new catalog. Please let us know if you have any questions.

**Catalog and Curriculum  
The Office of the Registrar  
1 Grand Avenue  
San Luis Obispo, CA 93407**