

Proofing Phase Email (Department)

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

The _____ 20XX class schedule publishes on _____, 20XX. In preparation for student registration, please take the time to proof your entire schedule and ensure that all data is accurate. If edits are needed, you can make them directly in CLSS. As mentioned previously, University Scheduling is no longer providing the schedule of classes spreadsheets for the proofing phase. Attached are instructions on how to download your schedule of classes from Dashboards. Remember that Dashboards is built using the data warehouse, which updates from PeopleSoft once nightly.

Schedule of Classes Dashboard – Classes with Reserved Seats

In the “Schedule of Classes” Dashboard, you’ll find “Classes with Reserved Seats” where you can quickly review the number of reserved seats, the student group information and class notes for all enrollment components.

Schedule of Classes CLSS

An Export Report to Excel is available in CLSS but Reserved Seats are not included. Attached are instructions on how to download your schedule of classes from CLSS.

Once the _____ 20XX (22XX) Schedule of Classes is available on Schedule Builder, some changes (like changing the consent type or class notes) may require you to cancel and add replacement sections. To minimize the number of cancelled sections, please verify all published data and registration settings for your department classes are accurate. *You will continue to manage your schedule using CLSS throughout the registration process.*

Block Scheduling

Questions related to business processes associated with block registration can be sent to blockreg@calpoly.edu.

Topics and Selected Topics

Note: The topic proposal deadline for _____ 20XX is _____,

20XX. Contact catalog@calpoly.edu for feedback on existing requests.

A Topic course must have an approved topic identified to publish in the class schedule.

For more information, please refer to the following websites:

Selected Topic courses (e.g., 470,

471): <http://www.academicprograms.calpoly.edu/content/academicpolicies/Policies-Courses/470>

Topics courses: <http://www.academicprograms.calpoly.edu/content/academicpolicies/Policies-Courses/topic>

Mode of Instruction

For information on modality of instruction, refer to the Virtual Instruction FAQ page.

<https://registrar.calpoly.edu/frequently-asked-questions-virtual-instruction>

See the following links for CLSS resources:

- [CLSS FAQ page](#)
- [CLSS Training Guide](#)
- [CLSS Changes Allowed per Phase](#) (*Guide to what changes will route workflow once in Refine Mode*)

If you have any questions, please contact our office at classschedule@calpoly.edu. We ask that any edits to your schedule be made **no later than** _____.

If you are receiving this correspondence in error, please notify our office.

Thanks for all you do!