

Frequency: Once a year (February/March)

Audience: Dept Chairs, Admin Support

Reminder email template for both TTO and flowcharts

Hello,

On (enter month & day), 202X, we sent an email (please see email below) requesting your department to review two items as we prepare for the new catalog release:

- Term Typically Offered (TTO) for (enter department prefixes) courses.
- 202X-2X Major Flowcharts.

Since we have not received a response from you, we will assume that your department does not request any Term Typically Offered changes or prefer any flowchart edits. 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**