

Frequency: once a year (January/February)

Audience: Dept Chair, Admin Support

SUBJECT LINE: DEPT XXXX: Degree Flowchart and TTO Updates – RESPOND BY XX/XX/202X

Hello,

We are finalizing changes for the 202X-2X catalog, and we ask that you please complete **two final tasks** and **“reply all” to this email with the requested information:**

- Update your term typically offered (TTO) course data.
- Adjust your 202X-2X flowcharts.

Both tasks are best approached simultaneously to ensure consistent information is presented. Please coordinate these efforts and submit your TTO updates *and* flowchart information by **XX/XX/202X**.

### Term Typically Offered Instructions

Specific Term Typically Offered (TTO) course information is visible and enforced in Degree Planner, which ensures that students plan future courses in appropriate terms. TTO information is also available on the Office of the Registrar’s [Term Typically Offered webpage](#). Refer to the attached Excel file for instructions on reviewing and updating TTO for courses, keeping in mind that:

- You may indicate “TBD” for Term Typically Offered if courses are not being offered in the upcoming 202X-2X academic year.
- If the TTO for a course changes later, you can submit an [update request using the online form](#) available on the Office of the Registrar’s webpage.

Questions may be directed to (enter name of contact) in the Office of the Registrar ([catalog@calpoly.edu](mailto:catalog@calpoly.edu)).

### Flowchart Instructions

Your new 2X-2X flowcharts are attached for your convenience. They require careful scrutiny, since the contents mimic the 2X-2X flowcharts.

Use any personally convenient method to update each preliminary 2X-2X flowchart draft, **but please ensure that edits are clearly visible**. We want to easily locate your changes as we update the official copies. Note that Degree Planner’s algorithm prioritizes flowchart course sequencing when arranging students’ plans.

When revising your flowcharts, take into consideration all curriculum changes:

- Course requirements – new/removed courses
- Course updates – unit, name, prerequisites, “term typically offered” changes
- Requirement totals
- Footnote amendments
- GE requirement changes (specified in text beneath flowchart)

Questions may be directed to the Flowchart Team ([flowchart-stdt-help@calpoly.edu](mailto:flowchart-stdt-help@calpoly.edu)).

### Submission Instructions

Please “reply all” to this email with the requested information on or before **XX/XX/202X** to submit your TTO updates and flowchart changes (after there is departmental consensus). Thank you in advance for your assistance.

San Luis Obispo, CA 93407