

To: Faculty Teaching in Fall 2025
From: Deb Bolen, Associate Provost for Curriculum and Registrar
Date: February 20, 2025
Subject: Fall 2025 Schedule Preview

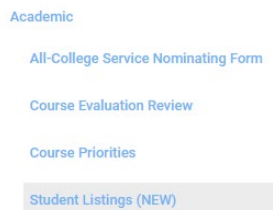
Thank you for having taken the time to submit your course offerings.

The Registrar's staff has created the course offerings for Fall 2025 in Banner. We now invite you to review this information before it is published for the campus and community. **Please review your sections no later than Monday, February 24.**

*Note: Departments often contact us after the Course Request Period, and even as late as the week before Add/Drop, to inform us of errors with their sections. That timing makes it much more challenging to correct and could negatively affect students. We are human and make mistakes, so we truly appreciate your help with proofing this information **prior to it being posted** for the public.*


To access the Fall 2025 preview using the **CLIQ preview function**:

1. Log onto the [Dickinson Gateway](#).
2. Click on the CLIQ icon.
3. From the menu on the left click on Academic and choose "Student Listings (NEW)":



4. Depending on your role (Chair, ADC, or professor) you will access the preview either in the Terms drop-down or in the Department Classes drop-down in the header:



5. From the list of classes that appears, the "Review" column on the left will have exclamation point icons:  Click on the icon to review all of that section's information on a single screen.

Please be extra diligent in reviewing the details of your course offerings including:

- ✓ **Description**
- ✓ **Attributes**
- ✓ **Priorities** – check all subjects for cross-listings
- ✓ **Prerequisites** – check all subjects for cross-listings
- ✓ **Restrictions** – check all subjects for cross-listings

6. If all of the details for that section are correct, check the box and click Submit:

A screenshot of the Dickinson Gateway form. It shows a checkbox labeled 'I've reviewed the course information' which is checked. Below the checkbox is a blue button labeled 'SUBMIT'. The text 'Click Submit to save your response.' is also visible.

If you have any changes to make, click on the email icon to submit those changes:

Please contact the Deb Bolen regarding any changes you may have for this section.



Please review your sections no later than Monday, February 24.

We plan to post the information for the campus and community on Wednesday, February 26.

If you have any questions, please feel free to contact me.

cc: Academic Department Coordinators