

To: Faculty Teaching in Spring 2026  
From: Deb Bolen, Associate Provost for Curriculum and Registrar  
Date: October 2, 2025  
Subject: Spring 2026 Schedule Preview

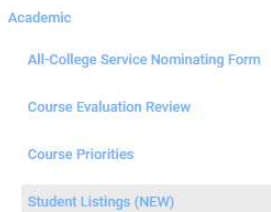
Thank you for having taken the time to submit your spring schedule.

The Registrar's staff has created the course offerings for Spring 2026 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, October 6.**

*Note: The Registrar's office is receiving **increasing numbers** of emails after the Course Request Period, and even as late as the week before Add/Drop, to inform us of errors and changes to sections. That timing makes it much more challenging to correct the information and negatively affects students. We truly appreciate your help with proofing this information **prior to it being posted** for everyone else.*

To access the Spring 2026 preview using the **CLIQ preview function**:

1. Log onto the [Dickinson Gateway](#).
2. Click on the CLIQ icon.
3. In the new version of CLIQ, from the menu on the left click on Academic and choose "Student Listings":



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




Professor



ADC



Chair

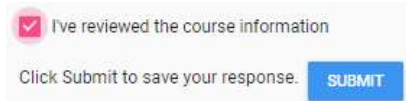
5. From the list of classes that appears, the "Review" column on the left will have exclamation point icons:  Click on the icon to review all the information for that section on a single screen.

**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

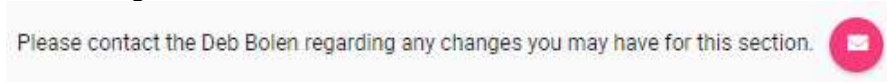
*Note: The classroom assignment process is on-going and that information could still change.*

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



A screenshot of a form. At the top, there is a checkbox with a red checkmark and the text "I've reviewed the course information". Below this, there is a label "Click Submit to save your response." followed by a blue button with the word "SUBMIT" in white capital letters.

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



A screenshot of a form. It contains the text "Please contact the Deb Bolen regarding any changes you may have for this section." followed by a red circular icon containing a white envelope symbol, representing an email button.

***Please review your sections no later than Monday, October 6.***

We plan to post the information for the campus and community on Wednesday, October 8.

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

cc: Academic Department Coordinators