

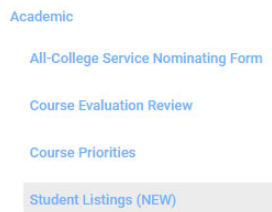
To: Faculty Teaching in Spring 2022
From: Deb Bolen, Assistant Provost
Date: September 30, 2021
Subject: Spring 2022 Schedule Preview

Thank you for taking the time to submit your course offerings for Spring 2022.

The Registrar's staff has entered the course offerings for Spring 2022 into 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 October 4.**

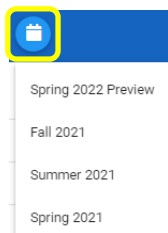
To access the Spring 2022 preview using the **CLIQ preview function**:

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

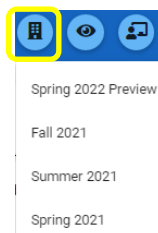


4. Depending on your role you will access the preview in one of three ways:

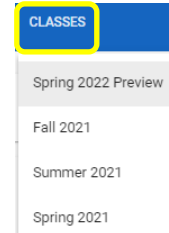
ADCs – Terms icon




Dept Chairs – Dept Classes icon



Faculty – Classes 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:

I've reviewed the course information

Click Submit to save your response.

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, October 4.

We plan to post the information for the campus and community on October 6.

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