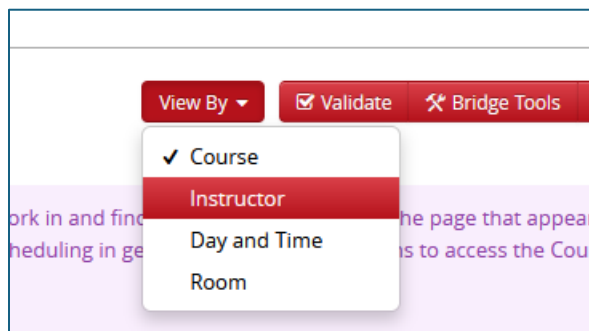


Scheduling Admins

As the Spring 2025 term approaches, please remember that the instructor assignments for your department's classes must be accurate and complete in CourseLeaf Section Scheduler (CLSS) (<https://uconn-next.courseleaf.com/wen/1253/>) by no later than the **10th day of classes**. In addition to ensuring that instructors have all the access they need to teach their courses, this data also drives the SET process as well as reporting for student-faculty ratio and courseloads.

Please review your department's schedule in CLSS to ensure that the instructor information is accurate. To view classes by instructor, select "Instructor" from the View By menu near the top of the screen for your scheduling unit:



If you have any questions or need assistance assigning instructors, please contact registrarscheduling@uconn.edu.

Instructors

With the Spring 2025 term approaching, please be sure that your semester schedule is accurate and complete in the Student Administration System. In addition to ensuring that you have access to course materials, accurate class instructor assignment information is critical to the success of the SET process as well as reporting for student-faculty ratio and courseloads.

Please see the UConn Knowledge Base for instructions on checking your schedule in Student Admin: [https://kb.uconn.edu/space/SAS/10776805385/Viewing+Your+Class+Schedule+\(Instructors\)](https://kb.uconn.edu/space/SAS/10776805385/Viewing+Your+Class+Schedule+(Instructors)).

If there are any discrepancies or if you have questions, please contact your department's scheduling administrator.

Department Heads

In advance of the Spring 2025 semester, the Registrar's Office and Provost's Office will be reaching out to instructors and departmental scheduling administrators to ensure that instructor assignments are accurate and complete by no later than the **10th day of classes**. Accurate

instructor information is necessary for the SET process to run correctly and to ensure accuracy in reporting student-faculty ratio and courseloads.

Please encourage your instructors to double check their schedules in the Student Administration System:

[https://kb.uconn.edu/space/SAS/10776805385/Viewing+Your+Class+Schedule+\(Instructors\)](https://kb.uconn.edu/space/SAS/10776805385/Viewing+Your+Class+Schedule+(Instructors)). In addition, please ensure that your department's scheduling administrators have all the information they need to finalize instructor assignments by Day 10.

If your instructors or administrators have any issues finalizing this information, please contact registrarscheduling@uconn.edu for support.