

INSTRUCTIONS: CAS 2026-2027 COURSE SCHEDULE

Questions? Contact Kelly Marx at kellymarx@lclark.edu

IMPORTANT DATES:

October 17, 2025	Departmental Chairs submit 2026-27 course information to the Director of Operations for approval by submitting an electronic copy of the schedule/spreadsheet.
January 9, 2026	Registrar's Office send a draft of the 2026-27 course schedule to the Department Chairs for corrections/changes.
January 23, 2026	Deadline for course schedule corrections and changes submitted to the Director of Operations by Department Chairs.
March 7, 2026	2026-27 Course schedule will be available on Self Service prior to beginning of Advising Period
March 9, 2026	Advising begins for Fall 2026

DIRECTIONS:

Please note: both **fall 2026** and **spring 2027** forms are contained in this one workbook. Use the tabs at the bottom of the workbook window to navigate between the sheets. ***Please use the workbook provided. (Information must be typed.)***

1. Complete the worksheets for Fall and Spring using the approved time periods. See attached document on Approved Time Periods. Fill out the individual worksheets for each semester – please do not combine semesters. Use only the course schedule worksheets in this workbook. In other words, do not retype in your own format.
2. Be sure that you have added your department's name in the "Department" field at the top of each worksheet.
3. If you have a room preference (or type of room preference) be sure to indicate it. We will do our best to accommodate it. Please note that our office cannot remember individual needs or preferences. If no preference is listed, we will use any available room of any type or setup.
4. Physical Education 101 and 102 courses should be listed by **title** so that sections will be in alphabetical order.
5. Have the department chair sign in the approval field. If unable to physically sign, please submit from LC email address. The worksheets will not be accepted without chair approval.
6. Submit worksheets to the Director of Operations, Scott Feickert. We highly recommend that the department keep a copy.