



CLSS Course Scheduling Documentation

Documentation for departmental course schedulers with step-by-step
instructions and information.

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What is CLSS?

CourseLeaf Section Scheduler (CLSS) streamlines how colleges and universities determine their class offerings each term - everything from inputting, editing, validating, approving, and updating the course offerings.

CLSS Terminology:

- Section – scheduling item, particular time, place, instructor of a course.
- Instance – the term being scheduled (Spring 2023, Fall 2023, Summer 2023).
- Scheduling Unit – group of courses scheduled together, usually department.
- Phases – periods of time describe authority to make changes. Some items on the form are available or not during different phases.
 - i) Plan – departments enter course sections into CLSS.
 - ii) Room assignments – no changes to the schedule allowed while the URO assigns classrooms.
 - iii) Publish – schedule is made visible to the students in Genie and Schedule Hero.
 - iv) Registration – changes to sections will go into workflow for review by the URO.
 - v) Post-registration – changes to sections will go into workflow for review by the URO.
 - vi) Archive – term is closed; no changes allowed.
- Modes – How CLSS processes requests.
 - i) Design mode – sections entered into CLSS are not available in Banner immediately. The schedule will be submitted by the Registrar's Office as a whole into Banner once approved.
 - ii) Refine mode – Courses appear in Banner and any changes to sections in CLSS will be submitted through a workflow to be reviewed by the Registrar's Office.

Logging into CLSS

- Go to: <https://nextcatalog.uncg.edu/wen> and **log in**.
- Choose **Instances** from the menu.
- Choose appropriate **term** (current or future) to create or adjust schedule.



CourseLeaf/CLSS – Instances

Hello, UNCG CLSS Team! Welcome to your site! For more information about how to use command statements to emphasize text, visit <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

Historical

2021-22 Academic Year Spring 2022	2020-21 Academic Year Fall 2020
2018-19 Academic Year Summer 2019	2019-20 Academic Year Spring 2020 Summer 2020

Current

2022-23 Academic Year
Fall 2022
Spring 2023
Summer 2023

Future

The Scheduling Unit page shows all course offerings in a semester. You can view all sections at one time, view each section separately by double clicking on the section, or collapse/hide all sections.

- Choose your **Scheduling Unit** (department).

67 Scheduling Units
2,308 Courses 4,889 Sections

Visualize















Filter

Search

Hello, UNCG CLSS Team! Welcome to your site! For more information about how to use command statements to emphasize text, visit <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

ID	Name	Courses	Sections
ACF	Accounting and Finance	35	60
AAD	African Amer/African Diaspora	15	27
ATY	Anthropology	22	31
MAS	Applied Arts and Sciences	5	5
BLS	Associate Dean Programs	22	23
BIO	Biology	56	228
CHE	Chemistry & Biochemistry	55	190
CLA	Classical Studies	18	22
CSD	Comm Sciences and Disorders	32	76
CST	Communication Studies	28	87
CTR	Community and Therapeutic Rec	24	27
CTP	Comp Trans and Post-Sec Edu	17	17
CMP	Computer Science	48	71
CRS	Consumer Apparel-Retail Stds	38	47
CED	Counseling and Edu Development	32	72
BAE	Dean's Office - BE	12	25
HHS	Dean's Office - HH	7	13
JNN	Dean's Office - NN	15	60
VPA	Dean's Office - VP	6	7
ECO	Economics	28	42
ELC	Ed Ldrship and Cultural Found	20	74
ERM	Ed Research Methodology	26	66
ENG	English	66	185
GEN	Genetic Counseling	9	9
GES	Geography/Environment/Sustain	59	102
GRO	Gerontology	0	0
GRS	Graduate School	0	0
GST	Graduate Studies	0	0
HIS	History	58	94

- Double click on the department to open courses.

CCI 105 – The Fantastic World of Classics and Fiction						
	01	LEC	Zarecki, Jonathan	MWF 11am-11:50am		
CCI 201 – Introduction to Greek Civilization						
CCI 202 – Introduction to Roman Civilization						
CCI 205 – Mythology						
	01	LEC	Murphy, Joanne	Does Not Meet		
	02	LEC	Van Veldhuizen, Michiel	MW 2pm-3:15pm		
	03	LEC	Dad-Van Veldhuizen, Aisha	TTh 9:30am-10:45am		
CCI 211 – Introduction to Greek Archaeology						
CCI 227 – Comparative Studies in World Epics						
CCI 240 – Ancient Warfare						
CCI 305 – Classical Tragedy						
CCI 312 – The Art and Archaeology of Egypt						
	01	LEC	Murphy, Joanne	Does Not Meet		
CCI 314 – Ancient Cities						
CCI 331 – Cuts, Curses, and Cesareans: An Introduction to Ancient Medicine						
	01	LEC	Van Veldhuizen, Michiel	MWF 11am-11:50am		
CCI 340 – Ancient Cosmology						
GRK 202 – Elementary Ancient Greek II						

Note: When beginning to load sections for a term, this list may be blank. It will list the course sections as they are created and saved.

- If an active course is not listed, click “show courses with no sections” box to open all active courses available

CourseLeaf/CLSS - Spring 2023 - Classical Studies ? Log Out

18 Courses, 22 Sections ↑ ↓

Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

☒ Show courses with no sections

Adding/Editing/Deleting Existing Sections

- Double click course or existing section to view in Section Information screen.
- Make changes to enabled fields. Fields that are grey are not editable.
- Make changes to Schedule (meeting pattern) with the snapper.
- Click Save. In Design Mode warnings will display but not trigger workflow. In Refine Mode workflow may be triggered.
- **Experimental Courses will go through the existing approval process by departmental request, which is found on the [URO webpage](#).**

Adding a New Section:

- To add a new section, click the green plus button to load a new course page. Some fields are pre-loaded (such as title/topic, status) and some are unalterable (such as grade mode, schedule type).

Section – CCI 205-01: Mythology (CRN: 12205; CLSS ID: 2112)

Section Information

Spring 2023, CLA

<div style="margin-bottom: 5px;">Title/Topic: Mythology (Default Value)</div> <div style="margin-bottom: 5px;">Section #: 01</div> <div style="margin-bottom: 5px;">Credit Hrs: 3</div> <div style="margin-bottom: 5px;">Status: Active</div> <div style="margin-bottom: 5px;">Schedule Type: Lecture</div> <div style="margin-bottom: 5px;">Final Exam: (No Option Selected)</div> <div>Restrictions: None</div>	<div style="margin-bottom: 5px;">Part of Term: Full Term (1/9/23 to 4/26/23)</div> <div style="margin-bottom: 5px;">Campus: Online</div> <div style="margin-bottom: 5px;">Inst. Method: Internet-No mtgs/phys location</div> <div style="margin-bottom: 5px;">Special Approval: (None Assigned)</div> <div style="margin-bottom: 5px;">Grade Mode: Standard</div> <div style="margin-bottom: 5px;">Cross-list With: Select section...</div> <div>Prerequisites: None</div>
--	---

Section Attributes

0
GL - Global
GLT - Literature

Course Attributes

0
GL - Global
GLT - Literature

Instructor
Murphy, Joanne

Room
No Room Needed

Schedule
Does Not Meet

Enrollment

Reserved Seats: No

175 current, 0 prior, 0 waiting

Maximum
175

Waitlist
0

Section Text (60 characters/line)

Comments (Including Additional Computer Lab Requests)

✕ Cancel

Parts of Term:

Choose the appropriate dates from the drop-down list in CLSS. The Part of Term calendar (POT) can be found on the Registrar's website: <https://reg.uncg.edu/calendars/#pot>

Winter Term Sections with POT W:

Winter term courses are built in the spring term. To **differentiate winter term courses** from full term courses, the section number will begin with WR and include a number for the section (ex: WR1, WR2, WR3, etc.). The part of term (POT) will be W.

Section Information

Spring 2023, BIC

Title/Topic	Human Anatomy (Default Value) ▼	Part of Term	Winter Term Session (12/12/22 to 1/19/23) ▼
Section #	WR1	Campus	Greensboro Main ▼
Credit Hrs	3	Inst. Method	Face to Face ▼
Status	Active ▼	Special Approval	(None Assigned) ▼
Schedule Type	Lecture ▼	Grade Mode	Standard ▼
Final Exam	(No Option Selected) ▼	Cross-list With	Select section... ▼
Restrictions	Campus	Prerequisites	3 confirmed

Campus Codes:

At UNCG, the campus code will define where the program and section are delivered and/or how the student is associated with the program:

Value	Description
G	Greensboro Main; G campus students can register
O	Online; G, O campus students can register
S	Site Off-Campus – Approved sites off campus. S-Campus should also be used for off-campus locations when < 25% of program's total credit hours are offered at the site. If the intent is to exceed the 25% threshold, you must first complete the "Substantive Change Checklist" (Substantive-Change-Checklist.pdf (uncg.edu)) for SACSCOC notification or approval. S, G campus students can register
R	Gateway University Research Park (Nanoscience only); G campus students can register

Examples of G Campus Sites

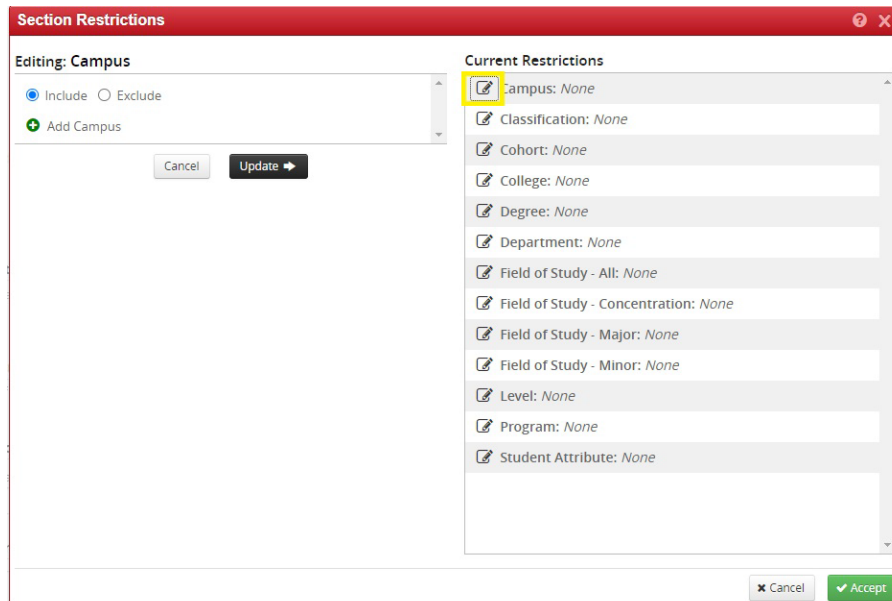
Example of R Campus Site

Courses held in any building or room located on the UNCG campus.	Joint School of Nanoscience and Nanoengineering Gateway University Research Park, South Campus 2907 East Gate City Blvd.
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Examples of S Campus Sites

Raleigh School of Nurse Anesthesia 3900 Barrett Drive, Suite 200 Raleigh, NC 27609 (Wake County)	Union Square Campus 104 E. Gate City Blvd. Greensboro, NC 27401 (Guilford County)
Alamance Community College 1247 Jimmie Kerr Road Graham, NC 27253	Biltmore Park 28 Schenck Parkway, Suite 309 Asheville, NC 28803 (Buncombe County)
Liberty Elementary School 206 N Fayetteville St Liberty, NC 27298	

If you are choosing G campus, you will need to add a G campus restriction to that section. This must be added by the departments to all G campus courses.



Section Restrictions

Editing: Campus

☒ Include ☐ Exclude

+ Add Campus

Cancel Update

Current Restrictions

- ☒ Campus: None
- ☒ Classification: None
- ☒ Cohort: None
- ☒ College: None
- ☒ Degree: None
- ☒ Department: None
- ☒ Field of Study - All: None
- ☒ Field of Study - Concentration: None
- ☒ Field of Study - Major: None
- ☒ Field of Study - Minor: None
- ☒ Level: None
- ☒ Program: None
- ☒ Student Attribute: None

Cancel Accept

Section Restrictions

Editing: Campus

☒ Include
 ☐ Exclude

G - Greensboro Main

+ Add Campus

Cancel Update

Current Restrictions

- Campus: None
- Classification: None
- Cohort: None
- College: None
- Degree: None
- Department: None
- Field of Study - All: None
- Field of Study - Concentration: None
- Field of Study - Major: None
- Field of Study - Minor: None
- Level: None
- Program: None
- Student Attribute: None

Cancel Accept

If you are choosing **O campus** for fully online instruction, the course should be approved for online delivery first and indicated by the ONLC attribute listed under Course Attributes. If the ONLC is not listed, the course cannot be set up with O campus. Please submit the appropriate request via CIM. Once a course is approved and the ONLC attribute added, the course can be taught online indefinitely.

Instructional Methods:

- Choose the instructional method appropriate for the campus from the drop-down list.

Part of Term	Full Term (1/9/23 to 4/26/23)
Campus	Greensboro Main
Inst. Method	Face to Face
Special Approval	Face to Face Hybrid on-campus and online Internet-No mtgs/phys location Internet-virtual mtng pattern
Grade Mode	
Cross-list With	Select section...

Code	Description
FACE (G campus only)	Face to Face
Asynchronous/ASYN (online only)	Internet – no mtgs/no physical location
HYBR (face to face & online combination – G campus only)	Hybrid courses replace a percentage of face-to-face instructional minutes with web-based online instructional minutes (example: video lectures, online discussions, or activities) and those instructional minutes are designated in the official course schedule.
Synchronous/SYNC (online only)	Internet – virtual meeting pattern

Schedule Types:

Only one schedule/course type is available for a course. If a schedule type change is required, you will need to request a change for the following academic year via CIM. <http://curriculumguide.uncg.edu/>

Organized Class Course (**OC**): A course that is provided principally by means of regularly scheduled classes meeting in classrooms or similar facilities at stated times.

Individual Instruction Course (**IS**): A course in which instruction is not conducted in regularly scheduled class meetings; includes "readings" or "special topics" courses, "problems" or "research" courses, including dissertation/thesis research, and "individual lesson" courses (typically in music and fine arts).

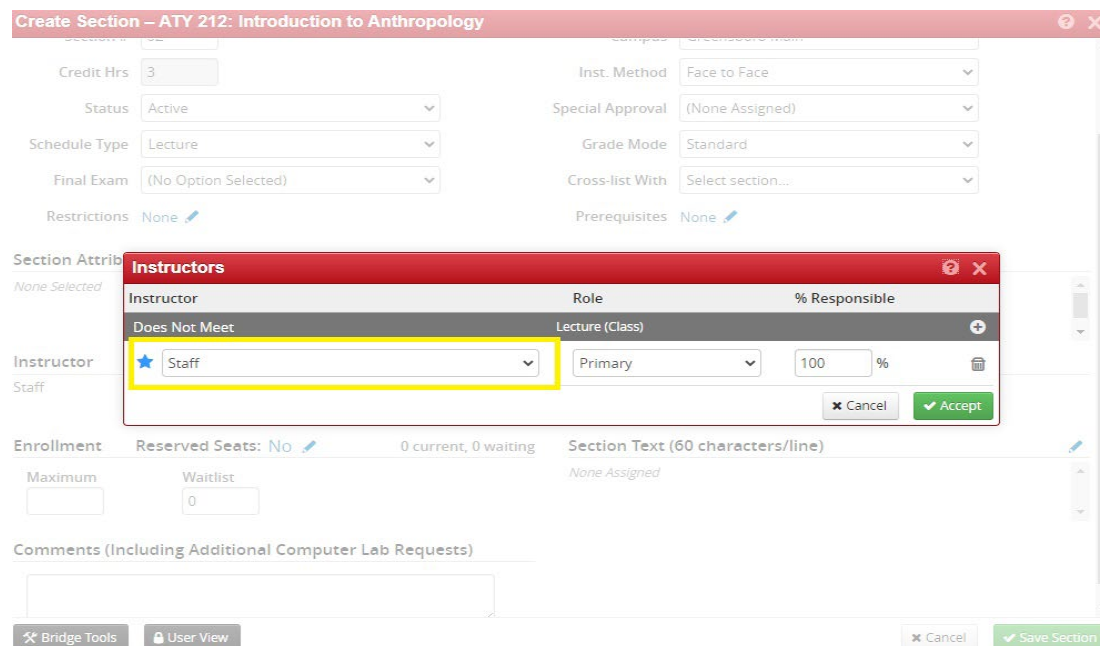
UNCG adheres to the UNC System Office policy which defines schedule types as follows:
<https://www.northcarolina.edu/apps/policy/index.php?section=400.3.4%5BR%5D>

Code	Description	Organized/ Individual
ACT	Physical Activity: A course requiring students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.	IS
ADN	Administrative: For administrative use only. Placeholder or other administrative courses used to generate registration activity for a student for billing or other administrative purposes.	IS
CLN	Clinical: A course requiring medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.	IS

COL	Colloquia: A course requiring students to participate in an unstructured or informal meeting for the exchange of views on a specific topic with an expert or qualified representative of the field or discipline.	IS
DSC	Recitations: course requiring the extended expression of thought supported by generally accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course. <i>G campus requires a meeting pattern/location.</i>	OC
DTS	Dissertation or Thesis.	IS
IND	Individual Study: A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as Internship, Field Experience, Cooperative Education, Practicum, Recital, Performance, or Ensemble.	IS
INT	Internship, Field Experience, or Cooperative Education: A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.	IS
LAB	Lab: A course requiring scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 designated spaces.	OC
LEC	Lecture: A course requiring the extended expression of thought supported by generally accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.	OC
LEL	Lecture and Lab: A course that requires the combined attributes of a Lecture course and a Lab course.	OC
PRC	Practicum: A course requiring students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.	IS
PRF	Recital, Performance, or Ensemble: A course requiring recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students practice or rehearse and ultimately perform works of music, dance, or theatre for a jury or audience.	IS
SEM	Seminar: A course requiring students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.	OC
STT	Student Teaching: A course requiring students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.	IS
STU	Studio: A course requiring visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.	OC

Instructors:

- The default for the instructor field is “staff.” If you do not know who the instructor is or the instructor is not through the credentialing process and active in Banner (please contact either **Faculty Personnel Services** for faculty or the **Graduate School** for GA/TA) at the time the section is created, leave as “staff.” Instructors for the department are pre-loaded in CLSS.
- Choose the designated instructor from the drop-down list by clicking the pencil icon.
- Click Accept.



If the instructor is not listed in the drop down:

- Click the pencil icon
- Choose Other
- Enter instructor's name (Last, First)



Instructors	
Instructor	Role
Does Not Meet	Internship, Field Exp, Coop Ed (Class)
<div> <div>★</div> <div>Staff</div> <div> <input type="text" value="Last, First"/> </div> <div>No results</div> </div>	<div>Primary</div>

If adding more than one instructor, adjust the **percent of responsibility** for each so that the sum is 100%. Percent of Responsibility should accurately reflect each instructor's assigned responsibility for the course. **This overall percentage must equal 100% however divided.**

- Percent of responsibility is tied to faculty workload.
- From a liability perspective, faculty listed in the course must accurately reflect the instructor in the classroom.
- Faculty information is expected to be complete and correct in the system of record by the tenth (10th) day of instruction (census reporting deadline) in each regular semester. Faculty changes after census reporting must be entered into the system of record, then notice must be provided to Institutional Research so updates can be made to the census file. Census file data is used by the UNC Systems Office for reporting and must match the local system of record.

Adding more than one instructor:

- Click the plus button and choose the instructor.
- Click Accept.

Create Section – ATY 212: Introduction to Anthropology

Credit Hrs: 3

Status: Active

Schedule Type: Lecture

Final Exam: (No Option Selected)

Restrictions: None

Inst. Method: Face to Face

Special Approval: (None Assigned)

Grade Mode: Standard

Cross-list With: Select section...

Prerequisites: None

Section Attributes

None Selected

Instructor: Staff

Staff

Enrollment

Maximum: 0

Waitlist: 0

Comments (Including Additional Computer Lab Requests)

Bridge Tools User View

Cancel Save Section

Instructors

Instructor	Role	% Responsible	
Does Not Meet	Lecture (Class)		+
★ Staff	Primary	75 %	🗑️
★ Staff	Primary	25 %	🗑️

Cancel Accept

To remove an instructor, click the trash can icon.

Click Accept.

Instructors

Instructor	Role	% Responsible	
Does Not Meet	Lecture (Class)		+
★ Staff	Primary	75 %	🗑️

Cancel Accept

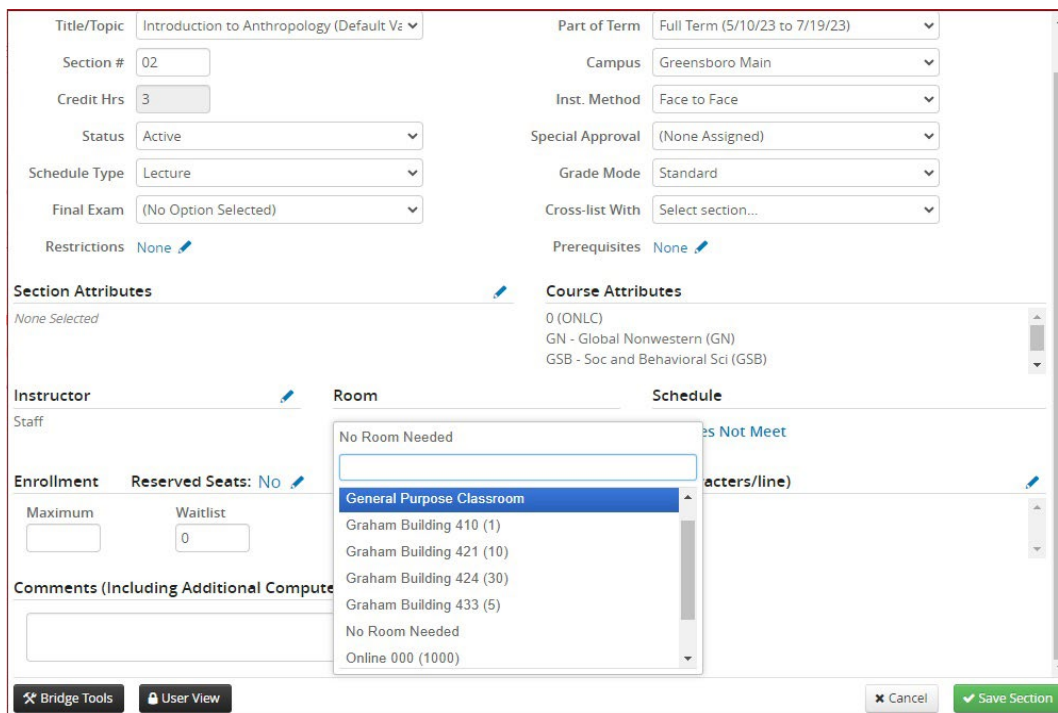
Maximum Enrollment

Each section should have the anticipated maximum enrollment number entered. This number is important for data integrity and classroom assignments. **Please note that the maximum enrollment number cannot be utilized to manipulate registration.** If you require a course restriction (i.e., major/level restrictions or written permission), please submit a request for the restriction via CIM before the curriculum deadline (note: if approved, this will place the restriction on all sections of a course for the following academic year).

Enrollment	Reserve
Maximum <input type="text" value="45"/>	Waitlist <input type="text" value="0"/>

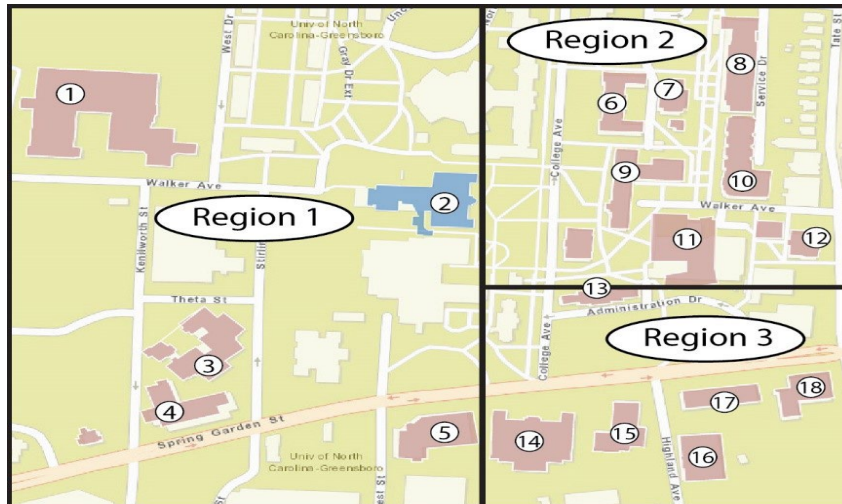
Rooms:

The room field is pre-loaded with departmentally owned spaces, General Purpose Classroom Request, No Room Needed, and Online 000 (to be used **ONLY** with HYBR sections). Please choose from the drop-down menu options. If your room is not listed or you need special accommodations, please contact clasrms@uncg.edu.



If you choose a General-Purpose Classroom, the University Registrar's Office will utilize the Ad Astra Information Systems software to schedule classroom assignments based on maximum course enrollment. Factors included in the room optimization process are classroom capacity, back-to-back instructor assignments, and optimum campus location/region.

URO Scheduling Regions:



1. Coleman Building (COLE)

2. Jackson Library (LIBR)

3. Bryan Building (BRYN)

4. School of Education (SOEB)

5. Moore Humanities & Research Administration (MHRA)

6. Petty Science Building (PETT)

7. Moore Building (NMOR)

8. Sullivan Science Building (SULV)

9. Stone Building (STON)

10. Eberhart Building (EBER)

11. Nursing & Instructional Building (NSCI)

12. Brown Building (BRWN)

13. Foust Building (FOUS)

14. Curry Building (CURY)

15. Ferguson Building (FERG)

16. Gatewood Studio Arts Center (STAC)

17. Graham Building (GRAM)

18. Weatherspoon Art Museum (ABCB)

Meeting Patterns:

Standard meeting patterns are pre-loaded for convenience in CLSS. You are able to create non-standard meeting patterns if needed. Things to keep in mind when entering meeting patterns,

- Follow the standard meeting patterns/hours listed below as much as possible

- Misaligned meeting patterns impact the students' ability to meet course requirements/progression due to overlapping schedules; create space utilization gaps, which is significant as GA monitors space utilization; funding for future buildings/renovations are tied to the university's utilization metrics associated with existing resources; create issues with exam scheduling
- Data/reporting integrity – Student DataMart requires this information for certain schedule types (LEC, SEM, LEL, DSC, LAB).

Standard Hours apply to three and four credit hour courses offered during the fall and spring semesters.

Morning Hours	Afternoon Hours	Evening Hours
8:00-8:50 MWF	12:00 -12:50 MWF	5:00-5:50 MWF
8:00-9:15 TR	12:30 -1:45 TR	5:00-6:15 MW or TR
9:00-9:50 MWF	1:00 -1:50 MWF	5:30-6:45 MW or TR
9:30-10:45 TR	2:00-2:50 MWF	6:00-6:50 MWF
10:00-10:50 MWF	2:00-3:15 MW or TR	6:00-7:15 MW or TR
11:00-11:50 MWF	3:00-3:50 MWF	6:30-7:45 MW or TR
11:00-12:15 TR	3:30-4:45 MW or TR	7:00-8:15 MW or TR
		7:30-8:45 MW or TR

- MWF classes are 50 minutes and meet on the hour.
- TR classes are 75 minutes and meet sequentially on the hour/half-hour beginning at 8:00am.
- MW classes are 75 minutes, meet sequentially, and may be scheduled **only** after 2:00 pm.
- Courses meeting two days per week should not mix day sequence.
- The approved sequences are MW or TR, not MT or WR or TW.

Three-hour block courses should include 150 minutes of instruction and 20 minutes of optional break time (**scheduled for 1400 and later**):

2:00pm-4:50	5:30pm-8:20
3:00pm-5:50	6:00pm-8:50
4:00pm-6:50	7:00pm-9:50

Three-hour laboratory courses should follow the following sequence:

8:00am-10:50	6:30pm-9:20
12:30pm-3:20	7:00pm-9:50
3:30pm-6:20	

Adding Meeting Patterns:

- To add the meeting pattern, click the blue link under Schedule. This will open the “Snapper.”

Section Information Summer 2023, ATY

Title/Topic: Introduction to Anthropology (Default Vz) Part of Term: Full Term (5/10/23 to 7/19/23)

Section #: 02 Campus: Greensboro Main

Credit Hrs: 3 Inst. Method: Face to Face

Status: Active Special Approval: (None Assigned)

Schedule Type: Lecture Grade Mode: Standard

Final Exam: (No Option Selected) Cross-list With: Select section...

Restrictions: None Prerequisites: None

Section Attributes None Selected

Course Attributes

0 (ONLC)
GN - Global Nonwestern (GN)
GSB - Soc and Behavioral Sci (GSB)

Instructor Staff

Room No Room Needed

Schedule
Does Not Meet

Enrollment Reserved Seats: No 0 current, 0 waiting

Maximum Waitlist: 0

Section Text (60 characters/line) None Assigned

Bridge Tools User View Cancel Save Section

Scheduling – ATY 212: Introduction to Anthropology

Days Patterns ATY 212-02 LEC

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					

Meetings Rooms Cancel Accept

- Choose a pre-loaded standard meeting pattern from the drop-down menu.

Scheduling – ATY 212: Introduction to Anthropology

Days ▾ Patterns ▾ **ATY 212-02 LEC**

☒ MP- 2x week 75min MW (3-4credit)
☐ MP- 2x week 75min TR (3-4credit)
☐ MP- 3x week 50min MWF (3-4credit)
☐ User Defined

Meeting Pattern Name

	Wednesday	Thursday	Friday
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			

- Place your mouse cursor over the chosen time; the meeting pattern tentatively appears.

Scheduling – ATY 212: Introduction to Anthropology

Days ▾ Patterns ▾ **ATY 212-02 LEC**

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
8am					
9am	MWF 9am-9:50am		MWF 9am-9:50am		MWF 9am-9:50am
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					

- Click your mouse to lock the meeting pattern into place (blocks will be green).
- Click **Accept**.



Scheduling – ATY 212: Introduction to Anthropology

Days ▾ Patterns ▾ **ATY 212-02 LEC**

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am					
9am	A. ATY 212-02 LEC 9 – 9:50		A. ATY 212-02 LEC 9 – 9:50		A. ATY 212-02 LEC 9 – 9:50
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					

Meetings Rooms Cancel Accept

- If an adjustment is needed to the time, click one of the meeting pattern blocks and drag to the new standard meeting pattern and click into place.
- Click Accept.

Scheduling – ATY 212: Introduction to Anthropology

Days ▾ Patterns ▾ **ATY 212-02 LEC**

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am					
9am					
10am	A. ATY 212-02 LEC 10 – 10:50		A. ATY 212-02 LEC 10 – 10:50		A. ATY 212-02 LEC 10 – 10:50
11am					
12pm	MWF 12pm-12:50pm		MWF 12pm-12:50pm		MWF 12pm-12:50pm
1pm					
2pm					
3pm					
4pm					

Meetings Rooms Cancel Accept



Scheduling – ATY 212: Introduction to Anthropology

Days Patterns ATY 212-02 LEC

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am					
9am					
10am	A. ATY 212-02 LEC 10 - 10:50		A. ATY 212-02 LEC 10 - 10:50		A. ATY 212-02 LEC 10 - 10:50
11am					
12pm					
1pm					
2pm					
3pm					
4pm					

Meetings Rooms Cancel Accept

- If using a non-standard meeting pattern, choose User Defined and add the preferred non-standard meeting pattern. ***Please use letters for the days (M T W R F Sa Su) and the standard time 12-hour format (example: T 8-12pm).**
- Click Accept.

Scheduling – ATY 212: Introduction to Anthropology

Days Patterns ATY 212-02 LEC

MP- 2x week 75min MW (3-4credit)
MP- 2x week 75min TR (3-4credit)
MP- 3x week 50min MWF (3-4credit)
✓ User Defined

T 8-12pm Add

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					

Meetings Rooms Cancel Accept

Scheduling – ATY 212: Introduction to Anthropology

Days ▾ Patterns ▾ **ATY 212-02 LEC**

	Monday	Tuesday	Wednesday	Thursday	Friday
6am					
7am					
8am		A. ATY 212-02 LEC 8 - 12p			
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					

Meetings Rooms

Cancel Accept

Multiple Meeting Patterns, such as hybrids, are set up by defining the first meeting pattern and then utilizing the Meetings tab at the bottom of the page to add a second or third separate meeting pattern.

If you are utilizing the **HYBR** instructional method to alternate face-to-face meetings and online instruction, **per SACSCOC, the online portion of a hybrid section cannot be greater than 49% of the course. If it is 50% or more, it is an online course and requires online delivery approval process via CIM to obtain the ONLC attribute.**

Adding second meeting pattern:

- Patterns at the top of snapper page
- Choose User Defined
- Add first meeting pattern



Days ▾ Patterns ▾ CCI 117-01 LEC

MP- 2x week 75min MW (3-4credit)
MP- 2x week 75min TR (3-4credit)
MP- 3x week 50min MWF (3-4credit)
✓ User Defined
M 8-8:50 Add

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm

Wednesday Thursday Friday

Meetings Rooms Cancel Accept

Days ▾ Patterns ▾ CCI 117-01 LEC

Monday Tuesday Wednesday Thursday Friday

6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm

A CCI 117-01 LEC
8 - 8:50

Meetings Rooms Cancel Accept

- Click Meetings at the bottom of the page. This will allow you to add more meeting patterns as needed. You will see your first meeting pattern listed.

Days

Patterns

CCI 117-01 LEC

Monday

Tuesday

Wednesday

Thursday

Friday

6am

7am

8am

A. CCI 117-01 LEC
8 - 8:50

9am

10am

11am

12pm

Pattern

Type

Room

Dates

A. M 8am-8:50am

Lecture (Class)

No Room Needed

Using Part of Term Dates

- Click green plus button to open Meeting Details.

Days	Patterns	CCI 117-01 LEC							
	Monday	Tuesday	Wednesday	Thursday	Friday				
6am									
7am									
8am	A. CCI 117-01 LEC 8 - 8:50								
9am									
10am									
11am									
12pm									
Pattern	Type	Room	Dates						
A. M 8am-8:50am	Lecture (Class)	No Room Needed	Using Part of Term Dates						

Meeting Details

Pattern: M 8am-8:50am

Type: Lecture (Class)

Room: No Room Needed

Add Override: No


Room Attributes: (None Assigned)


Dates: 5/10/2023 to 7/19/2023 (Full Term)

Cancel Accept


- Click Accept. This will add a second meeting pattern underneath the first.









 Days ▾

 Patterns ▾

CCI 117-01 LEC



	Monday	Tuesday	Wednesday	Thursday	Friday
5am					
6am					
7am					
8am	<div>A. CCI 117-01 LEC 8 - 8:50</div>				
9am					
10am					
11am					
12pm					

Pattern	Type	Room	Dates		
A. M 8am-8:50am	Lecture (Class)	No Room Needed	Using Part of Term Dates		
B. Does Not Meet	Lecture (Class)	No Room Needed	Using Part of Term Dates		

- Click on second meeting pattern to highlight in green. The first meeting pattern should be grayed out.

Days ▾

Patterns ▾

CCI 117-01 LEC

Monday

Tuesday

Wednesday

Thursday

Friday

7am

8am

9am

10am

11am

12pm

1pm

2pm

A. CCI 117-01 LEC
8 - 8:50

Pattern

Type

Room

Dates

A. M 8am-8:50am

Lecture (Class)

No Room Needed

Using Part of Term Dates

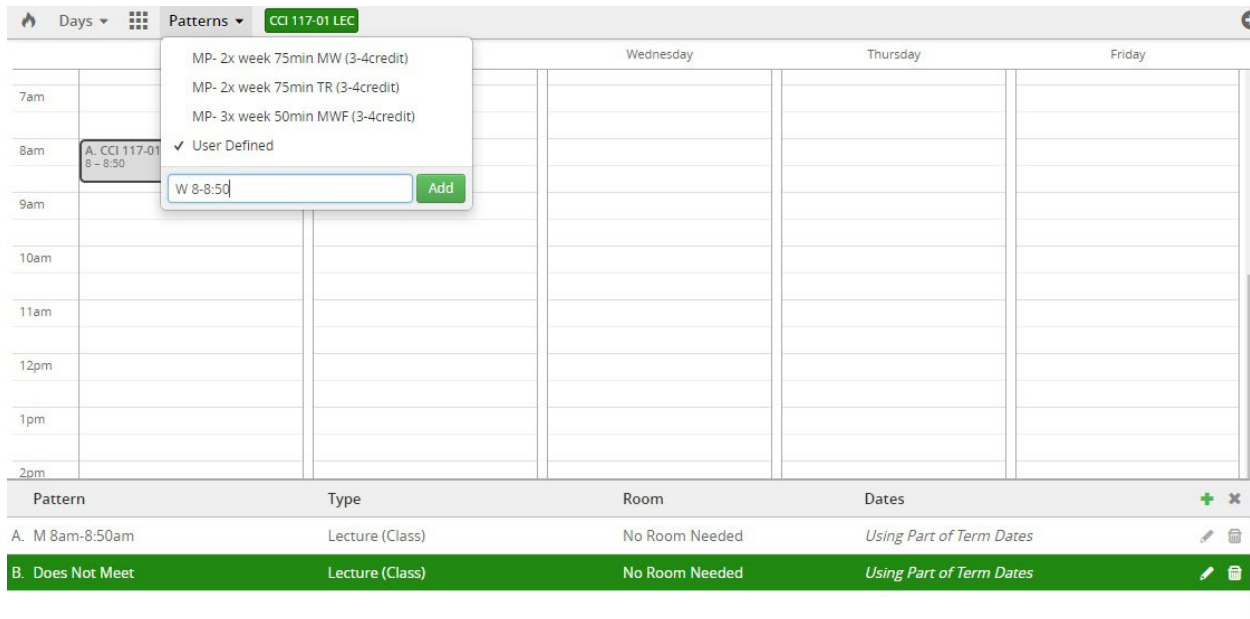
B. Does Not Meet

Lecture (Class)

No Room Needed

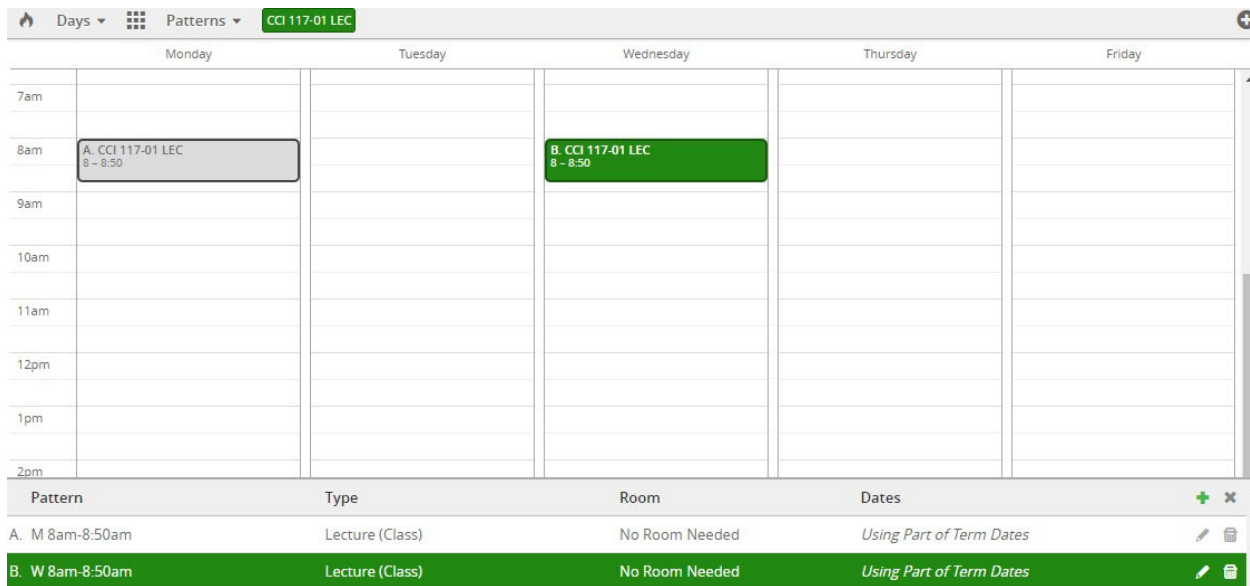
Using Part of Term Dates

- Go back to Patterns at the top and choose User Defined from the drop down; add day/time for second meeting pattern.



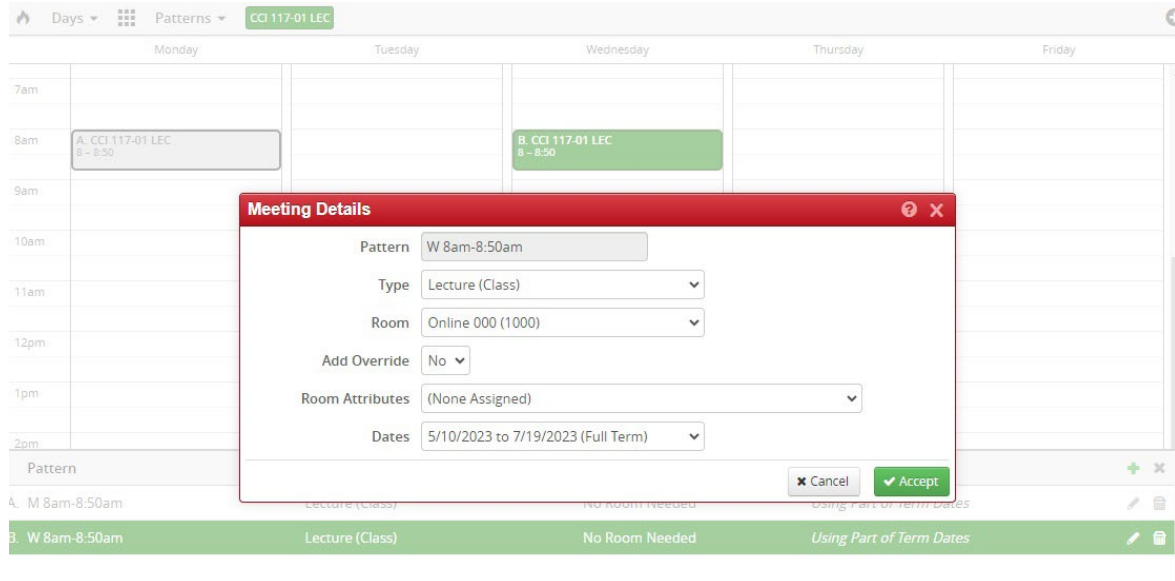
Pattern	Type	Room	Dates
A. M 8am-8:50am	Lecture (Class)	No Room Needed	Using Part of Term Dates
B. Does Not Meet	Lecture (Class)	No Room Needed	Using Part of Term Dates

- Click Add; second meeting pattern will appear.



Pattern	Type	Room	Dates
A. M 8am-8:50am	Lecture (Class)	No Room Needed	Using Part of Term Dates
B. W 8am-8:50am	Lecture (Class)	No Room Needed	Using Part of Term Dates

- Click pencil icon on each meeting pattern listed at the bottom to open Meeting Details and add room location for each meeting pattern. **For HYRB sections**, whichever meeting pattern is the online meeting, please select Online 000 as the room from the drop-down menu.
- Close the meetings list at the bottom of the page so that the Accept button reappears.
- Click Accept. The two meeting patterns will appear side by side on the front section page.




The screenshot shows a 'Meeting Details' modal window. The background is a weekly schedule grid with days from Monday to Friday. Two meeting patterns are visible: 'A. CCI 117-01 LEC 8 - 8:50' on Monday and 'B. CCI 117-01 LEC 8 - 8:50' on Wednesday. The modal window has a red header and contains the following fields: Pattern (W 8am-8:50am), Type (Lecture (Class)), Room (Online 000 (1000)), Add Override (No), Room Attributes (None Assigned), and Dates (5/10/2023 to 7/19/2023 (Full Term)). At the bottom right of the modal are 'Cancel' and 'Accept' buttons.

Editing a Section:

- Double click on course section to open the set-up page and edit as needed. Keep in mind that edits appearing in Banner and on the schedule depend on the current phase of the term in CLSS. Some edit requests will go through a workflow rather than bridging to Banner immediately.

Deleting a Section: To be done BEFORE registration begins

- Delete offering using the X by the section. (Note: if students are registered for the section, contact the University Registrar's Office)

	01	LEC
	02	LEC
	03	LEC
	04	LEC

- Delete all offerings using the red X by course name. ***Caution: This will delete ALL sections of that course listed.**



Cancelling a Section:

If a course needs to be cancelled after registration has begun, please contact the courses team in the Registrar's Office (courses@uncg.edu).

Course and Section Attributes

Course attributes pull directly from the catalog and are not adjustable by the departments and cannot be adjusted via CLSS scheduling.

Some section attributes can be adjusted by the departments, such as WI/SI (if they are approved), 374 liability insurance required, 125 modified language courses.

When the schedule is in refine mode, departments can add program attributes such as WGS, ENT, IGS, to alert students which courses will fulfill requirements in their program. Departments adding these attributes to course sections outside of their unit will submit the request through CLSS approval workflow. Please see the CLSS Schedulers Group Teams Channel for more information on the CLSS approval workflow.

Extra Fees Notices - Any online course section that requires proctoring must carry the attribute 376 to notify students that an extra fee will apply. This notice is required by SACSCOC. This attribute should **ONLY** be applied in this circumstance.

You may also need to add an attribute indicating an extra fee associated with a course/section, such as liability insurance (374), mandatory trip fee (377). If such an attribute is needed for your section, add the appropriate code in the same manner as you would add a WI or SI and save. **If your course requires an extra fee, this must be indicated at the time of registration.**

If any attribute is missing from the list, please contact courses@uncg.edu.

Create Section – ATY 212: Introduction to Anthropology Summer 2023, ATY

Section Information

Title/Topic: Introduction to Anthropology (Default V2) Part of Term: Full Term (5/10/23 to 7/19/23)

Section #: 02 Campus: Greensboro Main

Credit Hrs: 3 Inst. Method: Face to Face

Status: Active Special Approval: (None Assigned)

Schedule Type: Lecture Grade Mode: Standard

Final Exam: (No Option Selected) Cross-list With: Select section...

Restrictions: None Prerequisites: None

Section Attributes *None Selected*

Course Attributes

0 (ONLC)
GN - Global Nonwestern (GN)
GSB - Soc and Behavioral Sci (GSB)

Instructor *Staff* **Room** *No Room Needed* **Schedule** *Does Not Meet*

Enrollment **Reserved Seats:** No *0 current, 0 waiting* **Section Text (60 characters/line)** *None Assigned*

Maximum: Waitlist: 0

Comments (Including Additional Computer Lab Requests)

Bridge Tools User View Cancel Save Section

- To add an approved **section attribute**, click the pencil icon, click the green plus icon, and select from the drop-down menu.
- Click Accept.

Create Section – ATY 212: Introduction to Anthropology Summer 2023, ATY

Section Information

Title/Topic: Introduction to Anthropology (Default V2) Part of Term: Full Term (5/10/23 to 7/19/23)

Section #: 02 Campus: Greensboro Main

Credit Hrs: 3 Inst. Method: Face to Face

Status: Active Special Approval: (None Assigned)

Schedule Type: Lecture Grade Mode: Standard

Final Exam: (No Option Selected) Cross-list With: Select section...

Restrictions: None Prerequisites: None

Section Attributes *None Selected*

Course Attributes

0 (ONLC)
GN - Global Nonwestern (GN)
GSB - Soc and Behavioral Sci (GSB)

Instructor *Staff* **Room** *No Room Needed* **Schedule** *Does Not Meet*

Enrollment **Reserved Seats:** No *0 current, 0 waiting* **Section Text (60 characters/line)** *None Assigned*

Maximum: Waitlist: 0

Comments (Including Additional Computer Lab Requests)

Bridge Tools User View Cancel Save Section

Section Attributes

Attribute

Select...

Select...

SI - Speaking Intensive (SI)

WI - Writing Intensive (WI)

Extra Fee May Apply for Online (376)

HSS - Honors College (HSS)

IGS - Intl and Global Studies (IGS)

Liability Insurance Required (374)

Modified Foreign Lang Prgm (125)

Web-based crse, Proctored Exam (352)

WGS - Women's & Gender Studies (WGS)

Accept

Create Section – ATY 212: Introduction to Anthropology

Summer 2023, ATY

Section Information

Title/Topic

Introduction to Anthropology (Default V2)

Section #

02

Credit Hrs

3

Status

Active

Schedule Type

Lecture

Final Exam

(No Option Selected)

Restrictions

None

Part of Term

Full Term (5/10/23 to 7/19/23)

Campus

Greensboro Main

Inst. Method

Face to Face

Special Approval

(None Assigned)

Grade Mode

Standard

Cross-list With

Select section...

Prerequisites

None

Section Attributes

WI - Writing Intensive (WI)

IGS - Intl and Global Studies (IGS)

Course Attributes

0 (ONLC)

GN - Global Nonwestern (GN)

GSB - Soc and Behavioral Sci (GSB)

Instructor

Staff

Room

No Room Needed

Schedule

Does Not Meet

Enrollment

Reserved Seats: No

0 current, 0 waiting

Maximum

Waitlist

0

Section Text (60 characters/line)

None Assigned

Comments (Including Additional Computer Lab Requests)

Bridge Tools

User View

Cancel

Save Section

Prerequisites and Restrictions

All approved restrictions and prerequisites at the catalog level will be listed on the section page. Restrictions allowed for edit are **G campus** and **Student Attribute** for honors sections.

Prerequisites from the catalog level are viewable but not adjustable by departments. Please contact courses@uncg.edu with any questions.

Section Information Summer 2023, ATY

Title/Topic: Introduction to Anthropology (Default V2)	Part of Term: Full Term (5/10/23 to 7/19/23)
Section #: 02	Campus: Greensboro Main
Credit Hrs: 3	Inst. Method: Hybrid on-campus and online
Status: Active	Special Approval: (None Assigned)
Schedule Type: Lecture	Grade Mode: Standard
Final Exam: (No Option Selected)	Cross-list With: Select section...
Restrictions: Campus	Prerequisites: None

Section Attributes None Selected

Course Attributes

0 (ONLC)
GN - Global Nonwestern (GN)
GSB - Soc and Behavioral Sci (GSB)

Instructor Staff

Room No Room Needed

Schedule Does Not Meet

Enrollment Reserved Seats: No 0 current, 0 waiting

Maximum: 20 Waitlist: 0

Section Text (60 characters/line)

Comments (Including Additional Computer Lab Requests)

Bridge Tools Admin View Cancel Save Section

Restrictions:

Certain restrictions can be added to the course section by departments, such as campus restriction and honors restrictions.

- To add a campus or honors student restriction, click the pencil icon.
- Click the box next to the restriction
- Click the green plus icon to select the restriction
- Click Update and then Accept

Section Restrictions

Select a restriction type to edit ➔

Current Restrictions

- Campus: None
- Classification: None
- Cohort: None
- College: None
- Degree: None
- Department: None
- Field of Study - All: None
- Field of Study - Concentration: None
- Field of Study - Major: None
- Field of Study - Minor: None
- Level: None
- Program: None
- Student Attribute: None

Cancel Accept

Adding G Campus restriction: **This must be added by the departments to all G campus courses.**

Section Restrictions

Editing: Campus

☒ Include
 ☐ Exclude

+ Add Campus

Cancel Update ➔

Current Restrictions

- Campus: None
- Classification: None
- Cohort: None
- College: None
- Degree: None
- Department: None
- Field of Study - All: None
- Field of Study - Concentration: None
- Field of Study - Major: None
- Field of Study - Minor: None
- Level: None
- Program: None
- Student Attribute: None

Cancel Accept

Section Restrictions

Editing: Campus

☒ Include
 ☐ Exclude

G - Greensboro Main

+ Add Campus

Cancel Update

Current Restrictions

- Campus: None
- Classification: None
- Cohort: None
- College: None
- Degree: None
- Department: None
- Field of Study - All: None
- Field of Study - Concentration: None
- Field of Study - Major: None
- Field of Study - Minor: None
- Level: None
- Program: None
- Student Attribute: None

Cancel Accept

Section Restrictions

Editing: Campus

☒ Include
 ☐ Exclude

G - Greensboro Main

+ Add Campus

Cancel Update

Current Restrictions

- Campus to **INCLUDE**
G - Greensboro Main
- Classification: None
- Cohort: None
- College: None
- Degree: None
- Department: None
- Field of Study - All: None
- Field of Study - Concentration: None
- Field of Study - Major: None
- Field of Study - Minor: None
- Level: None
- Program: None
- Student Attribute: None

Cancel Accept

Adding Honors Restrictions to H Sections and Honors College (HSS) sections: Must be added to all HSS sections. Must be added to all H sections offered outside of the Honors College (example: 01H, 02H, 03H). **Please consult with the Honors College before creating H sections for your schedule.**

- Go to Restrictions
- Click pencil icon next to Student Attribute
- Click green plus to Add Student Attribute
- Select **all five honors** attributes separately to add to the section (*note: the default is HSGD)
- Click Update then Accept

Section Restrictions

Editing: Student Attribute

☒ Include
 ☐ Exclude

HSSD - Honors Disciplinary

+ Add Student Attribute

Cancel Update

Current Restrictions

- Campus: None
- Classification: None
- Cohort: None
- College: None
- Degree: None
- Department: None
- Field of Study - All: None
- Field of Study - Concentration: None
- Field of Study - Major: None
- Field of Study - Minor: None
- Level: None
- Program: None
- Student Attribute: None**

Cancel Accept

Section Restrictions

Editing: Student Attribute

☒ Include ☐ Exclude

HSGD - Honors Global & Disciplinary

HSGD - Honors Global & Disciplinary

HSSD - Honors Disciplinary

HSGD - Honors Global

HSI - Honors International

HSID - Honors Internl & Disciplinary

ate →

Current Restrictions

 Campus: *None*

 Classification: *None*

 Cohort: *None*


 College: *None*


 Degree: *None*

 Department: *None*

 Field of Study - All: *None*

 Field of Study - Concentration: *None*

 Field of Study - Major: *None*

 Field of Study - Minor: *None*

 Level: *None*

 Program: *None*

 Student Attribute: *None*

Section Restrictions

Editing: Student Attribute

☒ Include ☐ Exclude

HSGD - Honors Global & Disciplinary ✕

HSSD - Honors Disciplinary ✕

HSGD - Honors Global ✕

HSI - Honors International ✕


HSGD - Honors Global & Disciplinary ✕

+ Add Student Attribute

Cancel

Update →

Current Restrictions

 Campus: *None*

 Classification: *None*

 Cohort: *None*


 College: *None*


 Degree: *None*

 Department: *None*

 Field of Study - All: *None*

 Field of Study - Concentration: *None*

 Field of Study - Major: *None*

 Field of Study - Minor: *None*

 Level: *None*

 Program: *None*

 Student Attribute: *None*

✕ Cancel

✓ Accept

Section Restrictions ? X

Select a restriction type to edit ➔

Student Attribute restriction updated

Current Restrictions

☒ Campus to **INCLUDE**
G - Greensboro Main

☒ Student Attribute to **INCLUDE**
 HSGD - Honors Global & Disciplinary
 HSSL - Honors Global
 HSID - Honors Internl & Disciplinary
 HSSD - Honors Disciplinary

☒ Classification: *None*

☒ Cohort: *None*

☒ College: *None*

☒ Degree: *None*

☒ Department: *None*

☒ Field of Study - All: *None*

☒ Field of Study - Concentration: *None*

☒ Field of Study - Major: *None*

☒ Field of Study - Minor: *None*

X Cancel
✓ Accept

Section Restrictions for Online Course Sections:

Departments can restrict online course sections for students in their online programs **only**. Once the restriction is placed on a section, only students in the online program may register for the online course. This restriction **must be requested prior to registration opening** (<https://reg.uncg.edu/course-scheduling/>). Requests should be sent to courses@uncg.edu.

Reserved Seats

****NOTE: RESERVED SEATING IS NOT TO BE USED FOR CROSS LISTING A COURSE****

Definition: Reserved seating functionality can be used to allocate seats for certain populations. Seats can be reserved based on major, concentration, school, degree, level, department, and cohort, as well as fewer common identifiers.

Reserved Seating Versus Course Restriction:

Reserved Seating only reserves a portion of a course section and is managed within the department whereas course restriction affects the entire course and requires prior approval by either the UCC and/or GSC.

Departments have the option to reserve part of an online section for online program students through the **Reserve Seating** mechanism. This would allow for students outside the online program to register for the course. **Sections cannot be restricted, or seats reserved above 50% of the total number of seats, for other populations** (i.e., majors) unless approved by the appropriate Curriculum Committee.

Guidelines for Use:

- Reserved Seating cannot be used as a course restriction or in lieu of a course restriction.
- Only 50% or less of the total seats in a section may be reserved for a special population (i.e., If the section seat max = 100 then only 50 Seats may be reserved)
- Reserved Seating may not contradict or supersede restrictions already approved by the appropriate curriculum committee (i.e., If KIN 356 is restricted to KIN majors, then a subset of seats cannot be reserved for CST majors).

Setting Up Reserved Seats:

- Click pencil next to reserved seats to add or adjust seats

Section Information Spring 2023, BIO

Title/Topic	Human Anatomy (Default Value)	Part of Term	Full Term (1/9/23 to 4/26/23)
Section #	01	Campus	Greensboro Main
Credit Hrs	3	Inst. Method	Face to Face
Status	Active	Special Approval	(None Assigned)
Schedule Type	Lecture	Grade Mode	Standard
Final Exam	(No Option Selected)	Cross-list With	Select section...
Restrictions	Campus		
	Prerequisites 3 configured		

Section Attributes Course Attributes

None Selected *None Assigned*

Instructor	Room	Schedule
ngraham, Jeremy (880013956)	Patricia A Sullivan Science 101 (300)	MWF 10am-10:50am

Enrollment Reserved Seats: No 254 current, 0 prior, 0 waiting Section Text (60 characters/line)

Maximum	Waitlist
264	0

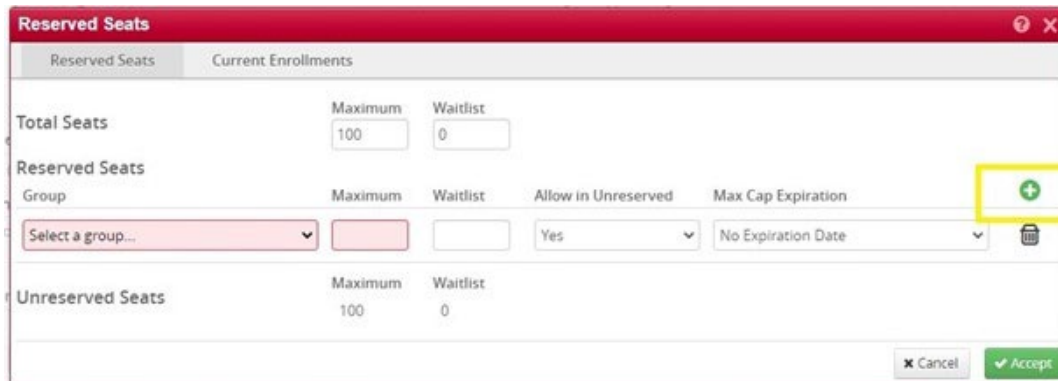
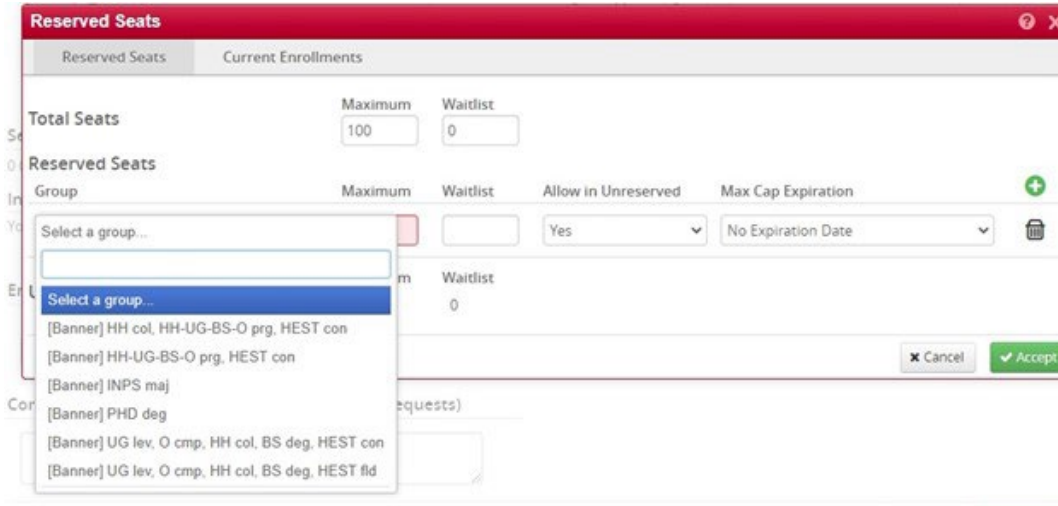
Comments (Including Additional Computer Lab Requests)

Bridge Tools
Admin View
Cancel
Save Section

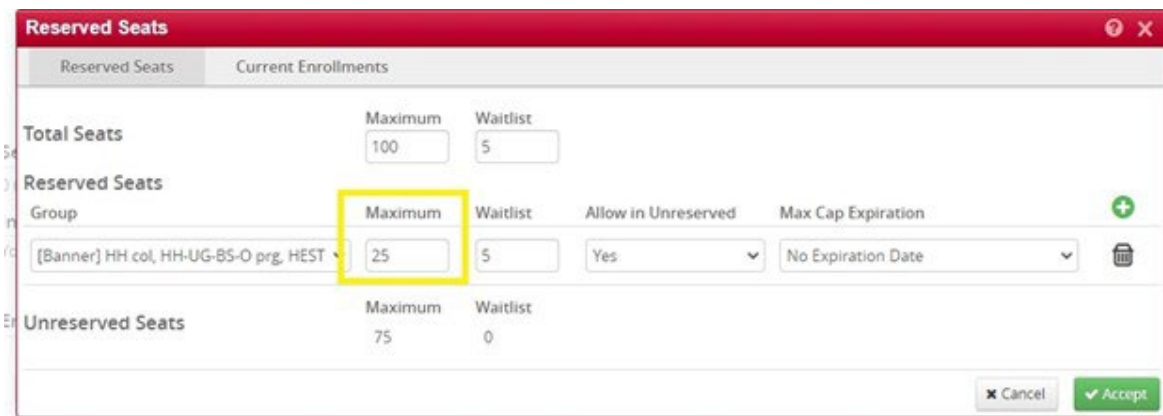
Reserved Seats

Reserved Seats		Current Enrollments	
Total Seats	Maximum	Waitlist	
	264	0	
Reserved Seats			
Group	Maximum	Waitlist	Allow in Unreserved Max Cap Expiration
No Reserved Seats have been defined			
Unreserved Seats			
	Maximum	Waitlist	
	264	0	
Cancel Accept			

- Click green plus to add a reserved seat group
- Choose group from the drop-down list

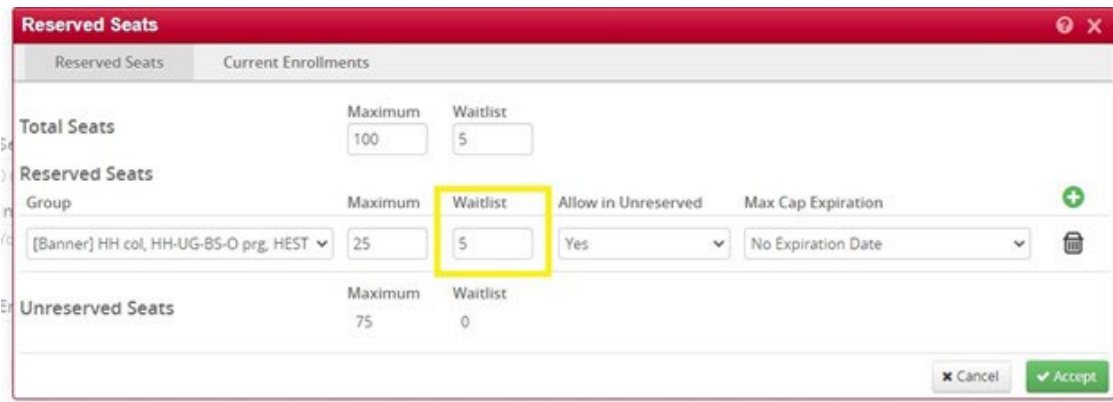



- Enter maximum for reserved seats in that group



Reserved seats criteria will subtract automatically from the unreserved seats number. The total maximum enrollment entered will adjust automatically.

- Enter waitlist for reserved group (if needed)



The screenshot shows the 'Reserved Seats' form with the following details:

Total Seats		Maximum	Waitlist
		100	5

Group	Maximum	Waitlist	Allow in Unreserved	Max Cap Expiration
[Banner] HH col, HH-UG-BS-O prg, HEST	25	5	Yes	No Expiration Date

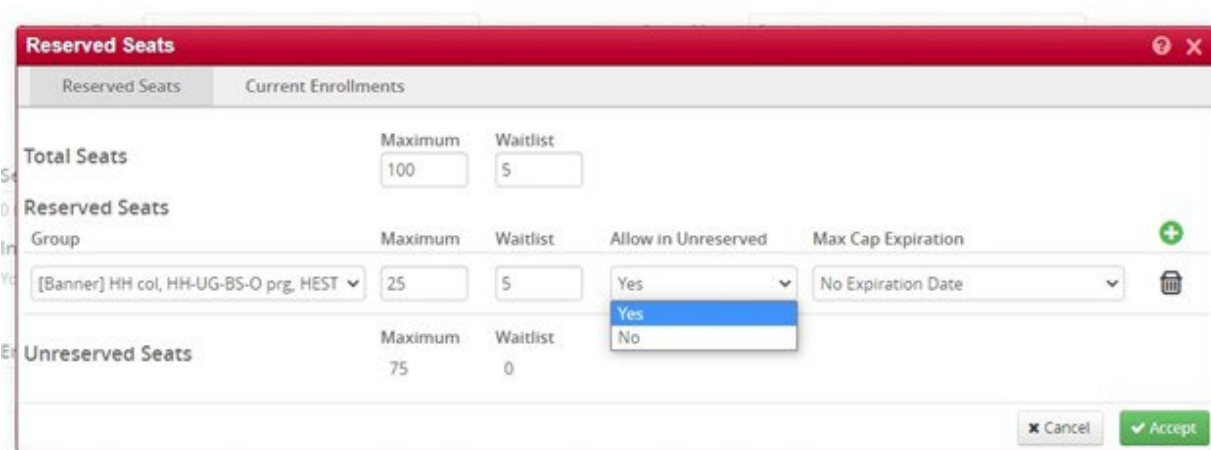
Unreserved Seats		Maximum	Waitlist
		75	0

Buttons: Cancel, Accept

Allow in unreserved is a yes/no option (default is yes): Are the reserved seat group also allowed to be in the unreserved group too?

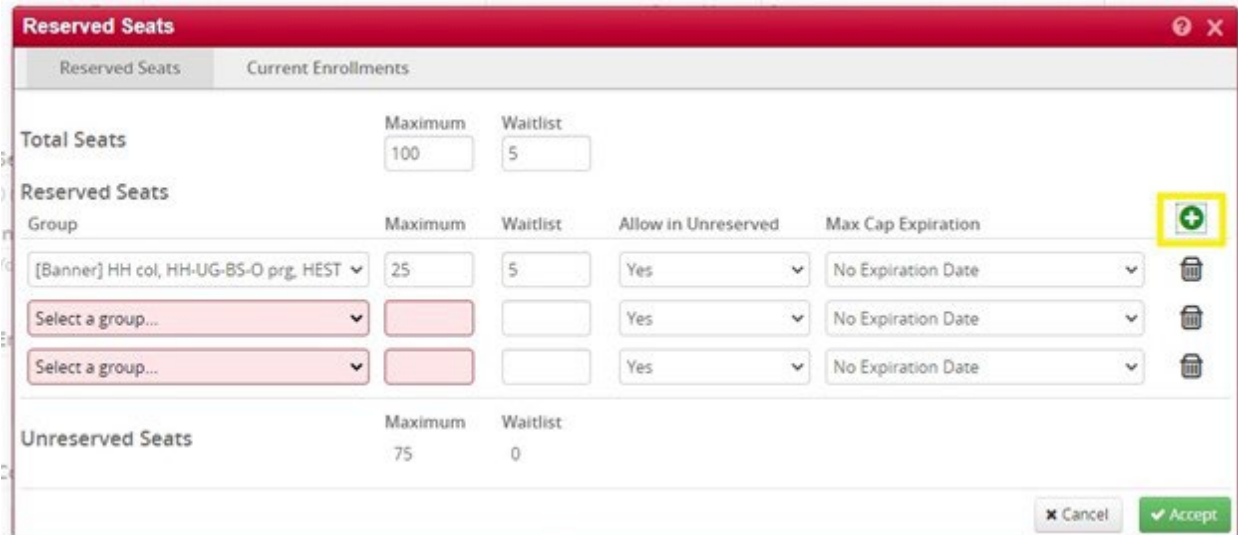
If you choose yes, when the reserved seat maximum fills, any others that fit that reserved seat criteria can register in the unreserved seats pool.

If you choose no, when the reserved seat maximum fills, any students that fit the reserved seat criteria will not be able to register under the unreserved group.



This screenshot shows the same 'Reserved Seats' form as above, but with the 'Allow in Unreserved' dropdown menu open. The menu displays two options: 'Yes' (highlighted in blue) and 'No'.

- To add more than one reserved seat group, click the green plus icon for a second row.



Group	Maximum	Waitlist	Allow in Unreserved	Max Cap Expiration
[Banner] HH col, HH-UG-BS-O prg, HEST	25	5	Yes	No Expiration Date
Select a group...			Yes	No Expiration Date
Select a group...			Yes	No Expiration Date

If you have sections with reserved seats that are no longer needed, click the trashcan icon to delete, if there is no existing registration under that criteria. If there is registration present under that reserved seat criteria, it will not be deleted. You can adjust the reserved seat maximum number in CLSS to move the extra seats to the unreserved maximum number.

The Current Enrollment tab at top shows how many are registered in which group.



Group	Occupied	Remaining	Waitlist Occupied	Waitlist Remaining
[Banner] HH col, HH-UG-BS-O prg, HEST con	0	25	0	5

Group	Occupied	Remaining	Waitlist Occupied	Waitlist Remaining
	19	75	0	0

Reserved Seating for O Campus Degree MAC Courses:

O campus MAC course sections are required to reserve 20% of max enrollment seats for online degree seeking students during the fall and spring semesters. All reserved seats for online degree seeking students will be dropped from reserved seating one week before the beginning of drop/add for the term. Any remaining seats will be released back to the general enrollment for registration. This

reservation will remain until a week before the semester begins, at which time departmental schedulers can adjust the reservation. It can also remain until the add/drop period ends, if the department chooses.

- Go into the Reserved Seats tab.
- Choose [Banner] O cmp group
- Enter 20% of the max enrollment number
- Choose the expiration date for the section's part of term (POT)
- Accept

Enrollment

Reserved Seats:
No

Maximum
Waitlist

Reserved Seats
Current Enrollments

Total Seats
Maximum
Waitlist

25
0

Reserved Seats

Group
Maximum
Waitlist
Allow in Unreserved
Max Cap Expiration

[Banner] O cmp
5
Add
Edit

Unreserved Seats
Maximum
Waitlist

20
0

Cancel
Accept

42

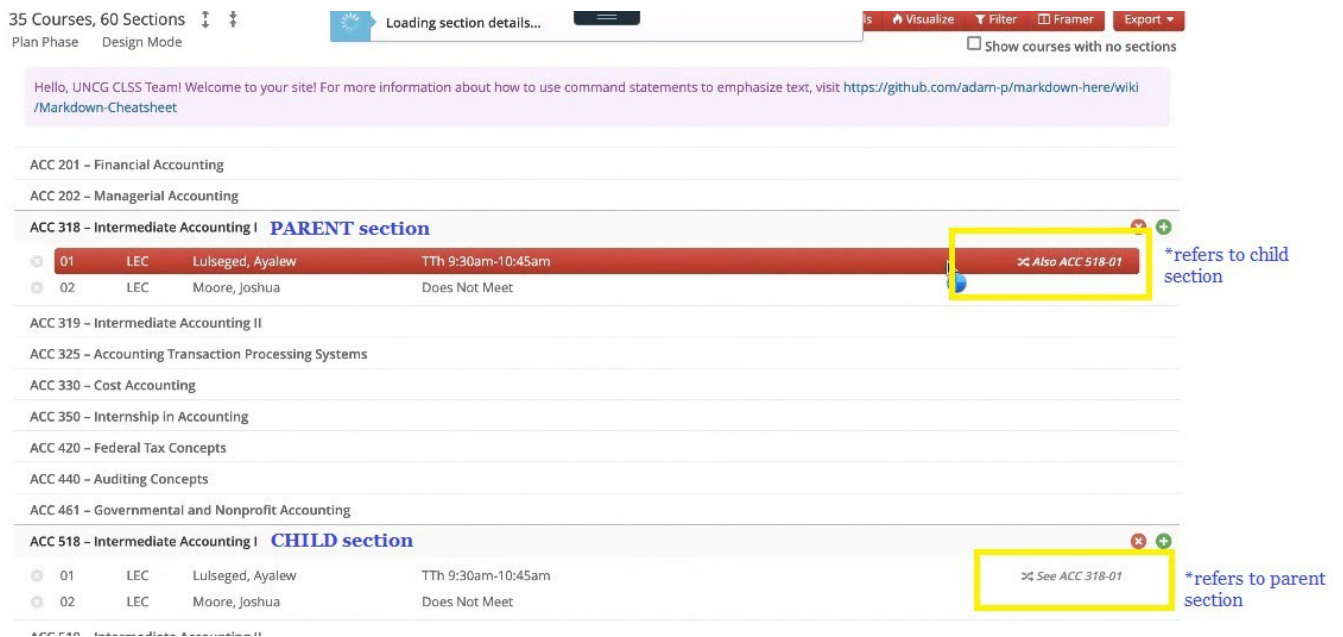
Cross-Listed Sections

Departments are now responsible for their cross-listings. These links must be in place before the Registrar's Office runs the classroom assignment process. If courses are cross-listed after the initial classroom assignment process, the cross-list request will be reviewed by the course scheduling team in the Registrar's Office. Please refer to the **Cross-Listing Policy** for more information.

<https://reg.uncg.edu/course-scheduling/>

Cross listing is not to be used for the sole purpose of linking sections in Canvas. Please contact IT for any Canvas needs.

In CLSS, there is one controlling section ("parent") and one or more controlled sections ("child"). The section initiating the cross-list or link will be the "child" section – the child chooses the parent. When the parent/controlling section is changed, the controlled sections are automatically changed to match. This includes meeting pattern, instructor, and location. Any changes to the total maximum enrollment number will reflect in both the parent and child sections automatically.



35 Courses, 60 Sections

Plan Phase Design Mode

Loading section details...

Visualize Filter Framer Export

Show courses with no sections

Hello, UNCG CLSS Team! Welcome to your site! For more information about how to use command statements to emphasize text, visit <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>


Course	Section	Instructor	Meeting	Link	Note
ACC 201 - Financial Accounting					
ACC 202 - Managerial Accounting					
ACC 318 - Intermediate Accounting I					PARENT section
	01	LEC Lulseged, Ayalew	TTh 9:30am-10:45am	Also ACC 518-01	*refers to child section
	02	LEC Moore, Joshua	Does Not Meet		
ACC 319 - Intermediate Accounting II					
ACC 325 - Accounting Transaction Processing Systems					
ACC 330 - Cost Accounting					
ACC 350 - Internship in Accounting					
ACC 420 - Federal Tax Concepts					
ACC 440 - Auditing Concepts					
ACC 461 - Governmental and Nonprofit Accounting					
ACC 518 - Intermediate Accounting I					CHILD section
	01	LEC Lulseged, Ayalew	TTh 9:30am-10:45am	See ACC 318-01	*refers to parent section
	02	LEC Moore, Joshua	Does Not Meet		

To Cross-List a Section:

- Set up the section to be cross-listed ("child" course)
- Click the **Cross List With** drop-down box
- Type in course code to be linked (this will be the "parent" course)
- Save Section

Edit Section - GES 103L-01: Earth Science Laboratory

Section Information

Title/Topic	Earth Science Laboratory (Default Value) ▼
Section #	01
Credit Hrs	1
Status	Active ▼
Schedule Type	Lab ▼
Cross-list With	Select section...
Prerequisites	ges 103 

Section Attributes


0 (ONLC)
ENV - Enviro Studies
GNS - Natural Sciences (GNS)

GES 103-01 (Lecture)
GES 103-02 (Lecture)
GES 103L-02 (Lab)

Edit Section - GES 103L-01: Earth Science Laboratory (CRN: 51296; CLSS ID: 557)

GES 103-01 controls the primary scheduling configuration for this cross-listed section

Section Information

Title/Topic	Earth Science Laboratory (Default Value) ▼	Part of Term	First Summer Session (2) (5)
Section #	01	Campus	Online
Credit Hrs	1	Inst. Method	ASYN (Internet-No mtgs/ph
Status	Active ▼	Special Approval	(None Assigned)
Schedule Type	Lab ▼	Grade Mode	Standard
Cross-list With	GES 103-01 ✖	Restrictions	None 

Cross-listing more than two sections:

- Go into each “child” section and choose the “parent” section using the **Cross-List With** box
- **Save** each section
- “Parent” section will be the controlling section
- Example: ENG 105-01 & ENG 106-01 choose to link with ENG 208-01; ENG 208-01 controls all sections

Edit Section – ENG 105-01: Introduction to Narrative (C

Section Information

Title/Topic: Introduction to Narrative (Default Value) ▼

Section #: 01

Credit Hrs: 3

Status: Active ▼

Schedule Type: Lecture ▼

Cross-list With Select section...

Prerequisites: eng

Section Attributes

0 (ONLC)

GLT - Literature (G

MAC CritThink Hum

Instructor

Carter, Morgan (88

Enrollment

Maximum

36

ENG 105-03 (Lecture)

ENG 106-01 (Lecture)

ENG 208-01 (Lecture)

ENG 208-02 (Lecture)

ENG 212-01 (Lecture)

ENG 215-01 (Lecture)

ENG 215-02 (Lecture)

ENG 251-01 (Lecture)

ENG 251-02 (Lecture)

ENG 252-01 (Lecture)

ENG 305-01 (Lecture)



Edit Section – ENG 106-01: Introduction to Poetry (CRN

Section Information

Title/Topic Introduction to Poetry (Default Value) ▼

Section # 01

Credit Hrs 3

Status Active ▼

Schedule Type Lecture ▼

Cross-list With Select section...

Prerequisites

eng

ENG 101-01 (Lecture)

ENG 101-02 (Lecture)

ENG 101-03 (Lecture)

ENG 101-04 (Lecture)

ENG 105-02 (Lecture)

ENG 105-03 (Lecture)

ENG 208-01 (Lecture)

ENG 208-02 (Lecture)

ENG 212-01 (Lecture)

Section Attributes

GLT - Literature (GLT)

MAC CritThink Humanities

Instructor

Kennedy, Terry (890)

Enrollment

Edit Section – ENG 208-01: Topics in Global Literature (CRN

Section Information

Title/Topic Topics in Global Literature (Default Value) ▼

Section # 01

Credit Hrs 3

Status Active ▼

Schedule Type Lecture ▼

Cross-list With ENG 106-01
ENG 105-01

Prerequisites None

Edit Section – ENG 106-01: Introduction to Poetry (CRN: 51316; CLSS ID: 567)

ENG 208-01 controls the primary scheduling configuration for this cross-listed section

Edit Section – ENG 105-01: Introduction to Narrative (CRN: 51319; CLSS ID: 570)

ENG 208-01 controls the primary scheduling configuration for this cross-listed section

Adjusting enrollment numbers after room assignments:

If you need to raise the enrollment in a G campus section/s and the room assignment will not accommodate the increase, you will need to increase enrollment in the parent section (parent section has the control) enrollment to reflect the overall combined maximum number (cross list enrollment maximum). Select General Purpose Classroom or an appropriate departmentally owned space and save.

Example: Section 01 (parent) and section 02 (child) combined cross listed total is 35. Section 01 has a max enrollment of 5; section 02 has a max total of 30; the cross-listed enrollment maximum is 35. Their room assignment capacity is 35. Section 02 needs an increase to 40, which increases the cross-listed enrollment maximum to 45. The room is no longer appropriate for this combined total enrollment. Since section 01 is the parent and has the control, raise the enrollment for section 01 to 10 so the combined enrollment is now 45, choose a General-Purpose Classroom or appropriate departmentally owned space, and save the section. Once the changes and new room assignment have been processed and are in Banner, you can adjust the max enrollment number in each section as needed. The room assignment is key here! If the current room assignment already fits your total cross list enrollment maximum, you can adjust the sections' numbers as needed.

Section 01 (parent)

Enrollment **Re**

Maximum

5

Section 02 (child)

Enrollment

Maximum

30

Cross List Enrollment Maximum (combined total of both linked sections)

Cross-list Enrollment

Maximum

Section 01 (parent) raises enrollment by 5

Enrollment

Maximum

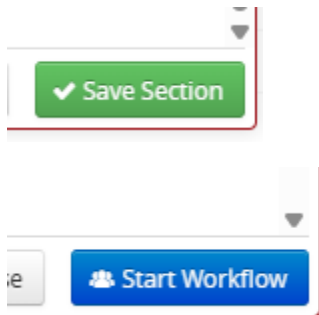
Section 01 (parent) chooses new room (**if needed**) to accommodate capacity

Room

General Purpose Classroom



Section 01 (parent) saves section and starts workflow



The screenshot shows two buttons in a light gray box. The top button is green with a white checkmark and the text 'Save Section'. The bottom button is blue with a white icon of three people and the text 'Start Workflow'. A red rectangular box highlights the 'Save Section' button.

New combined cross list maximum total for linked sections

Cross-list Enrollment

Maximum

40

Enrollment	2 current, 0 prior, 0 waiting	Section Text (60 ch
Maximum:	Waitlist:	publishes on the s
<u>10</u> 5	0	

Reserved Seats

Group	Maximum	Waitlist	Allow in Unreserve
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Cross-list Enrollment 32 current

Maximum:

40 35

Variable Credit Hours

If a course has variable credit hours and there is a need to set the hours to a specific number for all registering students, you may enter that number in the Credit Hrs field. **Please do this before registration begins.** Changes to variable credit hours are not carried to students registered already and those have to be adjusted manually. If the hours do not need to be set, the students may choose the hours they need within the approved parameters.

Variable hours: adjustable

Credit Hrs

1 to 6

If the course is a fixed credit hour course, you will not be able to adjust the Credit Hrs field. This information is brought over from the catalog.

Fixed hours: unchangeable

Credit Hrs

Topics and Special Topics Course Titles:

A descriptive title must be included because these titles appear on student transcripts. If possible, the title should be limited to six words or fewer and should clearly reflect the content of the course. The Registrar's Office may recommend changes in these course titles if the proper naming convention is not used.

- Choose **other** from the drop-down list next to Title/Topic.
- Type in new title starting with Tpcs:
- Click Ok

Section Information Summer 2023, REL

Title/Topic	Rel & Pop Culture: Topics (Default Value)	Part of Term	Full Term (5/10/23 to 7/19/23)
Section #		Campus	Greensboro Main
Credit Hrs	Rel & Pop Culture: Topics (Default Value)	Inst. Method	Face to Face
Status	Rel & Pop Culture: Monsters!	Special Approval	(None Assigned)
Schedule Type	Other...	Grade Mode	Standard
Final Exam	(No Option Selected)	Cross-list With	Select section...
Restrictions	None	Prerequisites	None

Section Attributes [Edit](#)

None Selected

Instructor [Edit](#)

Staff

Room

No Room Needed

Enrollment **Reserved Seats:** No [Edit](#) 0 current, 0 waiting

Maximum Waitlist

Course Attributes

0 (ONLC)

Schedule

[Does Not Meet](#)

Section Text (60 characters/line) [Edit](#)

None Assigned

Comments (Including Additional Computer Lab Requests)

[Bridge Tools](#)
[Admin View](#)
[Cancel](#)
[Save Section](#)

Cross-list With Select section...

Title/Topic ✕

Title/Topic (30 characters max)

Tpcs: Chosen Topics Title

OK
Cancel

Room No Room Needed Does Not Meet

Section Information Summer 2023, REL

<p>Title/Topic Tpcs: Chosen Topics Title</p> <p>Section # 01</p> <p>Credit Hrs 3</p> <p>Status Active</p> <p>Schedule Type Seminar</p> <p>Final Exam (No Option Selected)</p> <p>Restrictions None</p>	<p>Part of Term Full Term (5/10/23 to 7/19/23)</p> <p>Campus Greensboro Main</p> <p>Inst. Method Face to Face</p> <p>Special Approval (None Assigned)</p> <p>Grade Mode Standard</p> <p>Cross-list With Select section...</p> <p>Prerequisites None</p>
--	---

Section Attributes ✎

None Selected

Instructor ✎

Staff

Room

No Room Needed

Enrollment ✎

Reserved Seats: No 0 current, 0 waiting

Maximum **Waitlist** 0

Comments (Including Additional Computer Lab Requests)

Course Attributes

0 (ONLC)

Schedule

✎

Section Text (60 characters/line)

None Assigned

✕ Bridge Tools
👤 Admin View
✕ Cancel
✔ Save Section

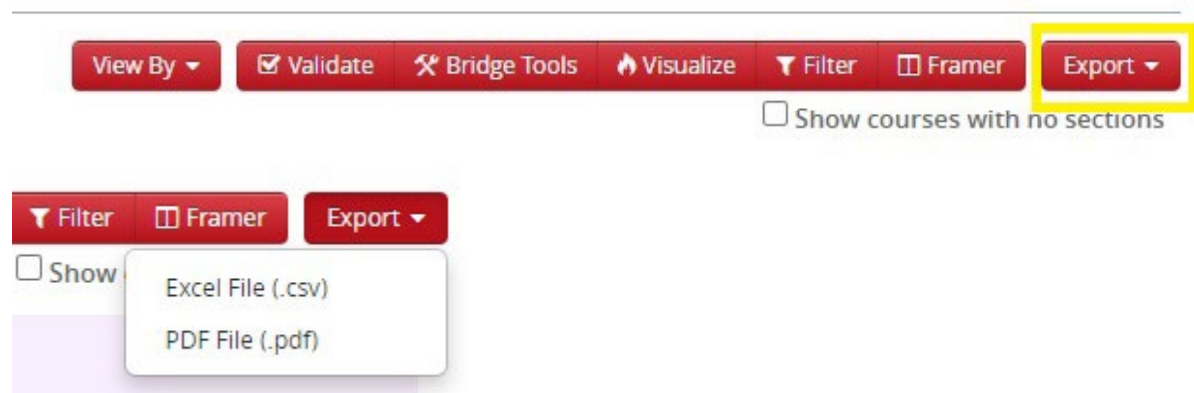
Export, Validation, and Workflow

The accuracy and integrity of the course schedule is critical from a reporting and safety perspective. We rely heavily on this data to help identify where students are located in the event of an emergency (scenarios may include an active attacker, weather related emergency, individual student emergency, outbreak of disease, etc.). Your department is responsible for ensuring accuracy of the published course schedule information.

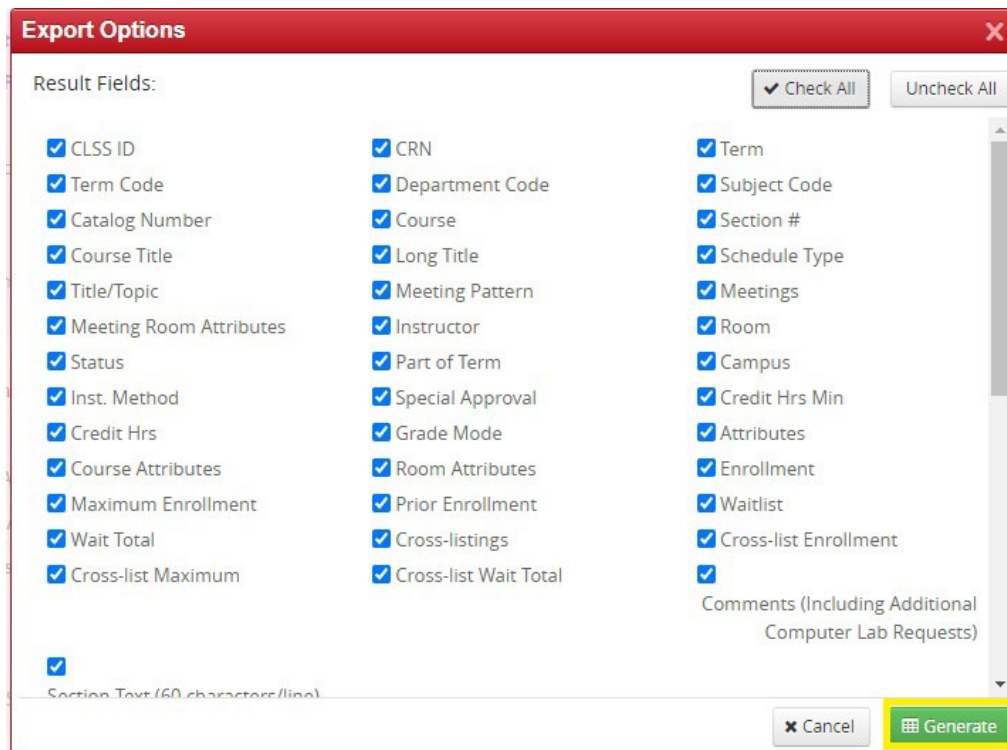
Please review your course offerings carefully before entering them into CLSS. All courses should be entered and available by the beginning of the advising period.

CLSS has an **export** feature to download your schedule in either Excel or a PDF file.

- Open your scheduling unit.
- Click the Export arrow.
- Choose either Excel File or PDF – Excel will ask you to generate the file; PDF will automatically download to your computer.



Generate Excel File:



The 'Export Options' dialog box is shown. It has a title bar with a close button. Below the title bar, there are two buttons: 'Check All' and 'Uncheck All'. The main area contains a list of result fields, each with a checked checkbox. The fields are organized into three columns:

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> CLSS ID	<input checked="" type="checkbox"/> CRN	<input checked="" type="checkbox"/> Term
<input checked="" type="checkbox"/> Term Code	<input checked="" type="checkbox"/> Department Code	<input checked="" type="checkbox"/> Subject Code
<input checked="" type="checkbox"/> Catalog Number	<input checked="" type="checkbox"/> Course	<input checked="" type="checkbox"/> Section #
<input checked="" type="checkbox"/> Course Title	<input checked="" type="checkbox"/> Long Title	<input checked="" type="checkbox"/> Schedule Type
<input checked="" type="checkbox"/> Title/Topic	<input checked="" type="checkbox"/> Meeting Pattern	<input checked="" type="checkbox"/> Meetings
<input checked="" type="checkbox"/> Meeting Room Attributes	<input checked="" type="checkbox"/> Instructor	<input checked="" type="checkbox"/> Room
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Part of Term	<input checked="" type="checkbox"/> Campus
<input checked="" type="checkbox"/> Inst. Method	<input checked="" type="checkbox"/> Special Approval	<input checked="" type="checkbox"/> Credit Hrs Min
<input checked="" type="checkbox"/> Credit Hrs	<input checked="" type="checkbox"/> Grade Mode	<input checked="" type="checkbox"/> Attributes
<input checked="" type="checkbox"/> Course Attributes	<input checked="" type="checkbox"/> Room Attributes	<input checked="" type="checkbox"/> Enrollment
<input checked="" type="checkbox"/> Maximum Enrollment	<input checked="" type="checkbox"/> Prior Enrollment	<input checked="" type="checkbox"/> Waitlist
<input checked="" type="checkbox"/> Wait Total	<input checked="" type="checkbox"/> Cross-listings	<input checked="" type="checkbox"/> Cross-list Enrollment
<input checked="" type="checkbox"/> Cross-list Maximum	<input checked="" type="checkbox"/> Cross-list Wait Total	<input checked="" type="checkbox"/> Comments (Including Additional Computer Lab Requests)

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Generate'. The 'Generate' button is highlighted with a yellow rectangle.

After creating your schedule, you will **validate** it in CLSS.

- Open your scheduling unit.
- Click the **validate** button.

CourseLeaf/CLSS – – Anthropology ? [Log Out](#)

22 Courses, 32 Sections ⬆ ⬇ ⬅ View By Validate Bridge Tools Visualize Filter Framer Export

[Plan Phase](#) [Design Mode](#) ☐ Show courses with no sections

▶ ATY 100 – Contemporary Non-Western Cultures
ATY 113 – Introduction to Cultural Anthropology
ATY 153 – Introduction to Biological Anthropology
ATY 153L – Introduction to Biological Anthropology Laboratory
ATY 158 – Introduction to Archaeology
ATY 204 – Anthropology through Film
ATY 205 – The World of the Neandertals

- Address any warnings or errors.
- Click the blue arrow next to the message to go to the course triggering the warning or error. You may also click the Close button to return to editing without submitting.



Validating Scheduling Unit

Rule Validation Complete

Total: 45Complete: 45Passed: 36Failed: 9

02. Standard Meeting Pattern Rule.
Sections that start inside of Primetime (0900-1400) and do not use a standard meeting pattern will be reviewed
• [Show noncompliant sections](#)

03. Standard Meeting Pattern Rule
Sections that start outside of Primetime (0900-1400), may save without a standard meeting pattern.
• [Show noncompliant sections](#)

06. Cannot use Status of Cancelled (C) until Publish Phase.
• [06. Status of Cancelled \(C\)](#)

13. If Section # is Z*, then Room ID must be FRGN 001 and meeting times must be 0000-0001
• [13a. Section # Z*, and not Room FRGN 001](#)
• [13b. Section # Z*, and not Meeting Time of *12am-12:01am](#)

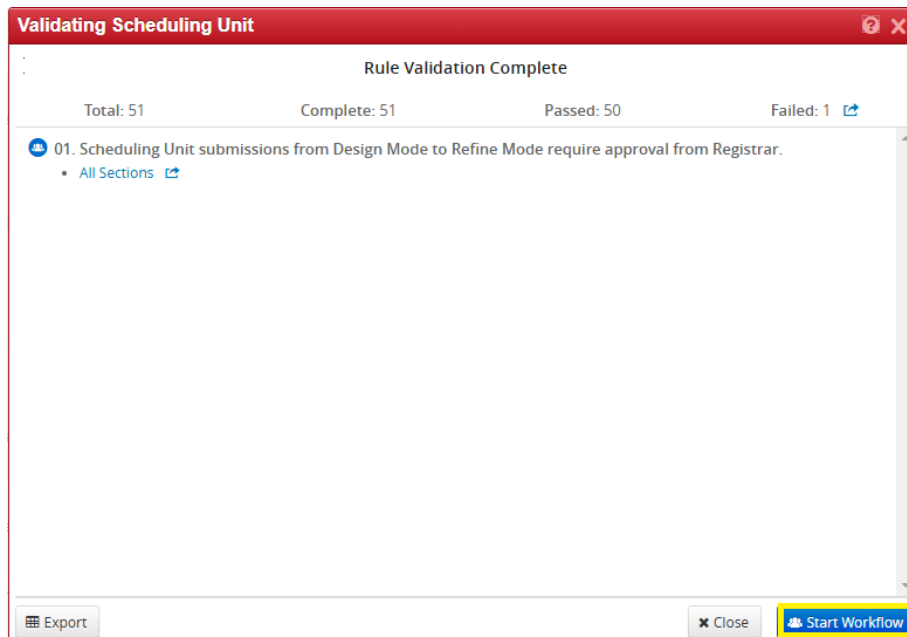
20. If section does not have a Course Attribute of 0 (ONLC), Campus cannot be Online (O).
• [20. Course Attribute not 0 \(ONLC\), Campus is Online \(O\)](#)

28. If section has a Course Attribute of Written Permission Required (1), then Special Approval must be Written Permission Required (WP).
• [28. Course Attribute of 1, Special Approval not WP](#)

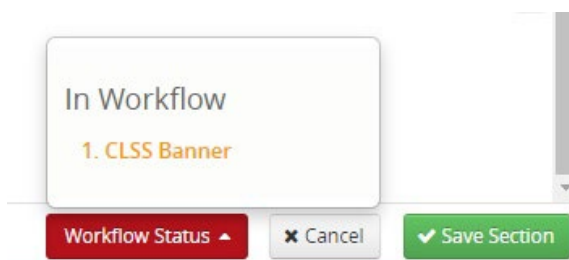
31. Max Enrollment must be less than or equal to Actual Room Cap.
• [31. Max Enrollment < or = to Actual Room Capacity](#)

ExportClose

- If there are only warnings that are acceptable or the scheduling unit is valid, click the **Start Workflow** button
- If any rules on sections require a workflow, click the **Start Workflow** button to submit your schedule.



After the department validates their schedule in CLSS, the Registrar's Office Course Scheduling Team will review the schedule in workflow and then bridge it to Banner; the schedule will be moved into Refine Mode in CLSS. During Refine Mode, departmental schedulers are able to adjust existing course sections and build new course sections as needed (**do not email these requests**). These requests will go into a workflow to be reviewed by the Registrar's Office Course Scheduling Team. You can view the workflow status in CLSS by opening the section and checking the Workflow Status button at the bottom.



Helpful Links

CourseLeaf CLSS for more information on CLSS (users will need to log in)

<https://luc.courseleaf.com/help/clss/>

CLSS Section Editor for more information on creating sections (users will need to log in)

<https://luc.courseleaf.com/help/clss/offeringeditor/>

UNCG Scheduling timeline - <https://reg.uncg.edu/course-scheduling/>

Cross-listing Guidelines - <https://reg.uncg.edu/wp-content/uploads/Scheduling-Cross-list-Guidelines.pdf>

Experimental Course Policy - <https://reg.uncg.edu/wp-content/uploads/Experimental-Course-Shells.pdf>

Approved WI/SI Courses - <https://docs.google.com/spreadsheets/d/1o68ikJeUSBrlE3BKJMcMwy3j2-NXqy57/edit#gid=1643692958>

Faculty Credentialing Policy - <https://reg.uncg.edu/wp-content/uploads/Faculty-Credentialing-and-Verification-Policy.pdf>

Classroom Scheduling – <https://reg.uncg.edu/classroom-scheduling>

Curriculum Guide - <http://curriculumguide.uncg.edu/>

CIM (curriculum information management) – <https://provost.uncg.edu/courseleaf/>

Online Course Approval Information – <http://curriculumguide.uncg.edu/>

Gen Ed Council - <http://assessment.uncg.edu/curriculum/GEC/GEC.html>

Any questions regarding **courses or scheduling**, please contact courses@uncg.edu.

Any questions regarding **room assignments**, please contact clasrms@uncg.edu.