



CLSS Course Scheduling Documentation

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

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TABLE OF CONTENTS

What is CLSS?	3
Logging into CLSS Scheduling	3
Adding/Editing/Deleting Sections	5
Adding a New Section	6
Parts of Term (POT)	6
Winter Term Sections with POT W	6
Campus Codes	7
Instructional Methods	9
Schedule Types	10
Instructors	12
Maximum Enrollment	14
Rooms	15
Meeting Patterns	16
Multiple Meeting Patterns	22
Editing a Section	27
Deleting a Section	27
Canceling a Section	28
Course and Section Attributes	28
Prerequisites and Restrictions	30
Reserved Seats	36
Cross-Listed Sections	45
Variable Credit Hours	49
Topics and Special Topics Course Titles	50
Export, Validation, & Workflow	51
Helpful Links	56

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-cheatsheet>

Historical	Current	Future
2021-22 Academic Year Spring 2022	2020-21 Academic Year Fall 2020	2022-23 Academic Year Fall 2022
2018-19 Academic Year Summer 2019	2019-20 Academic Year Spring 2020 Summer 2020	Spring 2023 Summer 2023

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		Visualize	Filter	Search
2,308 Courses		4,889 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-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	<input type="radio"/> 01 LEC Zarecki, Jonathan	MWF 11am-11:50am	 
CCI 201 – Introduction to Greek Civilization			
CCI 202 – Introduction to Roman Civilization			
CCI 205 – Mythology	<input type="radio"/> 01 LEC Murphy, Joanne	Does Not Meet	 
	<input type="radio"/> 02 LEC Van Veldhuizen, Michiel	MW 2pm-3:15pm	
	<input type="radio"/> 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	<input type="radio"/> 01 LEC Murphy, Joanne	Does Not Meet	 
CCI 314 – Ancient Cities			
CCI 331 – Cuts, Curses, and Cesareans: An Introduction to Ancient Medicine	<input type="radio"/> 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  

18 Courses, 22 Sections  
Plan Phase Design Mode

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	
Title/Topic	Mythology (Default Value)	Part of Term	Full Term (1/9/23 to 4/26/23)
Section #	01	Campus	Online
Credit Hrs	3	Inst. Method	Internet-No mtgs/phys location
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		Course Attributes	
0 GL - Global GLT - Literature		0 GL - Global GLT - Literature	
Instructor	Room	Schedule	
Murphy, Joanne	No Room Needed	Does Not Meet	
Enrollment	Reserved Seats: No	Section Text (60 characters/line)	
Maximum	Waitlist	175 current, 0 prior, 0 waiting 175 0	
Comments (Including Additional Computer Lab Requests)			
<input type="button" value="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...

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

Courses held in any building or room located on the UNCG campus.

Example of R Campus Site

Joint School of Nanoscience and Nanoengineering
Gateway University Research Park, South Campus
2907 East Gate City Blvd.

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

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*

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
Grade Mode	Hybrid on-campus and online Internet-No mtgs/phys location Internet-virtual mtng pattern
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.

Create Section – ATY 212: Introduction to Anthropology

Section ID	Section Name
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 Attrb

Instructors

Instructor	Role	% Responsible
Does Not Meet	Lecture (Class)	
Staff	Primary	100 %

Enrollment

Reserved Seats: No (0 current, 0 waiting)

Section Text (60 characters/line)

Comments (Including Additional Computer Lab Requests)

Bridge Tools **User View** **Cancel** **Accept** **Save Section**

If the instructor is not listed in the drop down:

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

Instructor

Staff

Other...

Instructors

Instructor	Role
Does Not Meet	Internship, Field Exp, Coop Ed (Class)
<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Staff"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Last, First"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Search"/>	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Primary"/>
No results	

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	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

Instructors

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

Comments (Including Additional Computer Lab Requests)

Bridge Tools **User View** **Cancel** **Save Section**

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**

Decanned Section No. **Current Monitoring** **Section Text (60 characters/line)**

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 Reserved

Maximum

45

Waitlist

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.

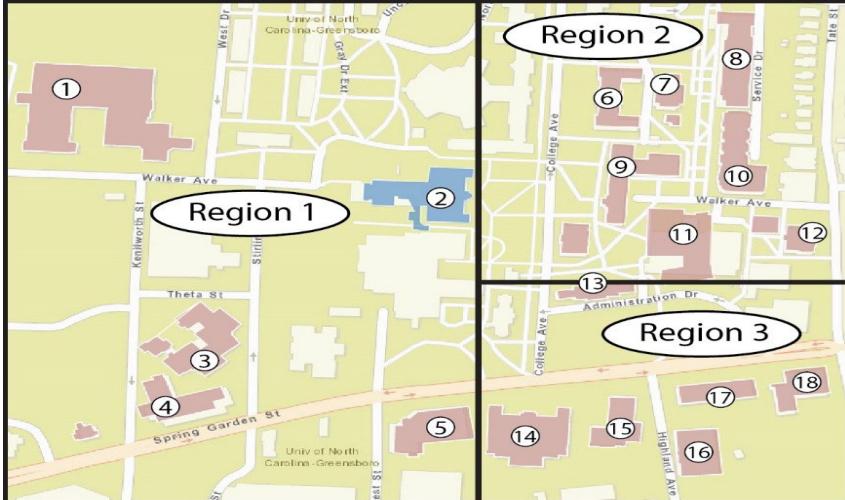
Title/Topic	Introduction to Anthropology (Default Val)	Part of Term	Full Term (5/10/23 to 7/19/23)
Section #	02	Campus	Greensboro Main
Credit Hrs	3	Inst. Method	Face to Face
Status	Active	Special Approval	(None Assigned)
Schedule Type	Lecture	Grade Mode	Standard
Final Exam	(No Option Selected)	Cross-list With	Select section...
Restrictions	None	Prerequisites	None
Section Attributes		Course Attributes	
None Selected		0 (ONLC) GN - Global Nonwestern (GN) GSB - Soc and Behavioral Sci (GSB)	
Instructor	Staff	Room	Schedule
Enrollment	Reserved Seats: No	No Room Needed	Does Not Meet
Maximum	Waitlist	General Purpose Classroom	Actors/line)
		Graham Building 410 (1)	
		Graham Building 421 (10)	
		Graham Building 424 (30)	
		Graham Building 433 (5)	
		No Room Needed	
		Online 000 (1000)	

Comments (Including Additional Computer Requirements)

Bridge Tools **User View** **Cancel** **Save Section**

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)

10. Eberhart Building (EBER)

2. Jackson Library (LIBR)

11. Nursing & Instructional Building (NSCI)

3. Bryan Building (BRYN)

12. Brown Building (BRWN)

4. School of Education (SOEB)

13. Foust Building (FOUS)

5. Moore Humanities & Research Administration (MHRA)

14. Curry Building (CURY)

6. Petty Science Building (PETT)

15. Ferguson Building (FERG)

7. Moore Building (NMOR)

16. Gatewood Studio Arts Center (STAC)

8. Sullivan Science Building (SULV)

17. Graham Building (GRAM)

9. Stone Building (STON)

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 Va)	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

Instructor

Staff

Room

No Room Needed

Course Attributes

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

Schedule

Does Not Meet

Enrollment

Reserved Seats: No

0 current, 0 waiting

Section Text (60 characters/line)

None Assigned

Bridge Tools **User View** **Cancel** **Save Section**

Scheduling – ATY 212: Introduction to Anthropology

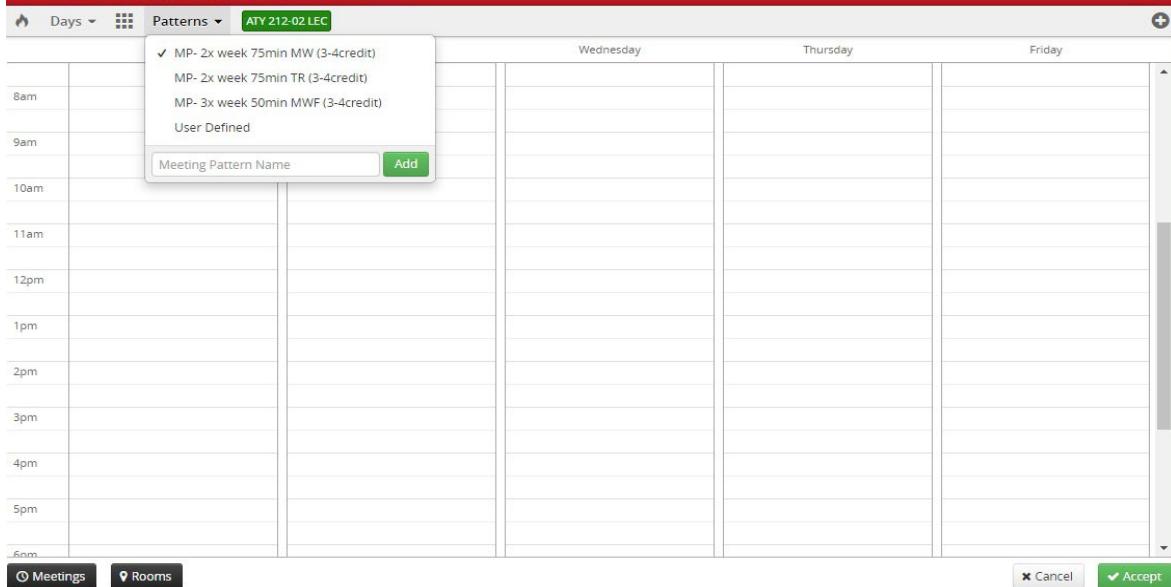
Days Patterns ATY 212-02 LEC

	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



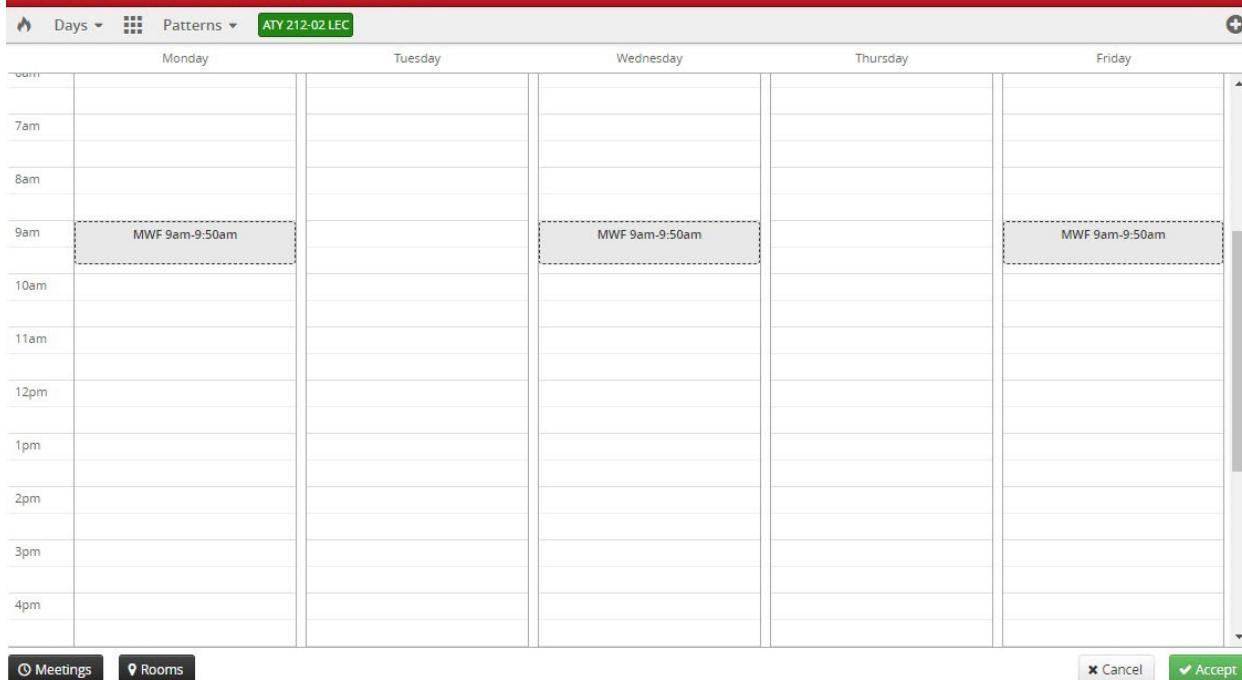
The screenshot shows a scheduling interface for the course ATY 212-02 LEC. At the top, there are buttons for 'Days', 'Patterns', and 'ATY 212-02 LEC'. A dropdown menu is open under 'Patterns' with the following options:

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

Below the menu is a text input field 'Meeting Pattern Name' and a green 'Add' button. The main area is a grid for the days of the week (Wednesday, Thursday, Friday) and hours (8am to 5pm). A vertical scroll bar is on the right side of the grid. At the bottom, there are buttons for 'Meetings' and 'Rooms', and a row of 'Cancel' and 'Accept' buttons.

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

Scheduling – ATY 212: Introduction to Anthropology



The screenshot shows the same scheduling interface for ATY 212-02 LEC. The grid now displays the assigned meeting patterns for each day and time slot. The 9am time slot for all three days (Monday, Tuesday, and Friday) is highlighted with a dashed border and the text 'MWF 9am-9:50am'. The other time slots are empty. The bottom row of buttons includes 'Meetings', 'Rooms', 'Cancel', and 'Accept'.

- 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
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
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
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

	Wednesday	Thursday	Friday
8am	MP- 2x week 75min MW (3-4credit)		
9am	MP- 2x week 75min TR (3-4credit)		
10am	MP- 3x week 50min MWF (3-4credit)		
	✓ User Defined		
	T 8-12pm	Add	
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					

① Meetings ② 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

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

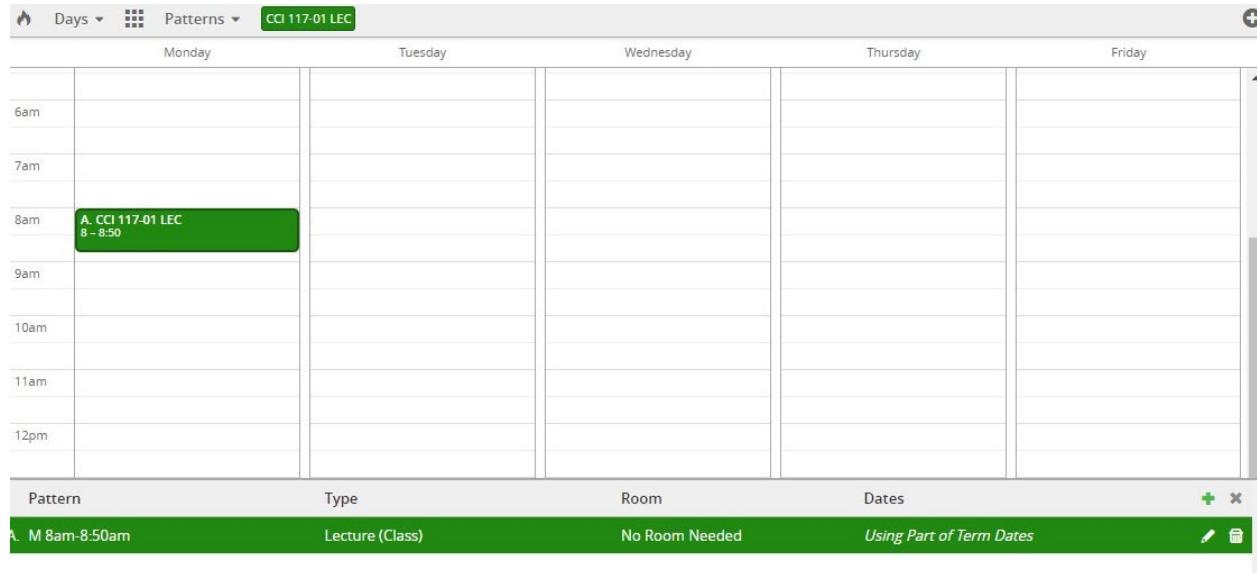
Meetings Rooms x Cancel ✓ Accept

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					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					

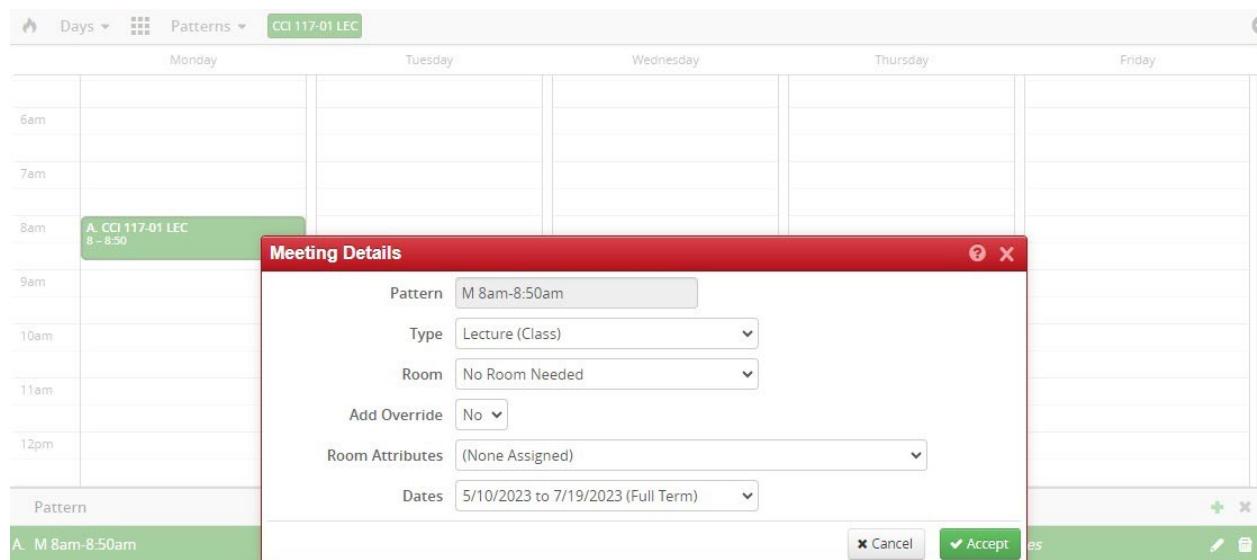
Meetings Rooms x Cancel ✓ Accept

- 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.



The screenshot shows a weekly course schedule for 'CCI 117-01 LEC'. The interface includes a header with 'Days', 'Patterns', and the course name. The main area is a grid where each row represents a time slot (6am to 12pm) and each column represents a day of the week (Monday to Friday). A specific slot on Monday at 8am is highlighted with a green box, labeled 'A. CCI 117-01 LEC 8 - 8:50'. Below the grid, a table provides detailed information for this pattern: Pattern 'M 8am-8:50am', Type 'Lecture (Class)', Room 'No Room Needed', and Dates 'Using Part of Term Dates'. There are also edit and delete icons for this row.

- Click green plus button to open Meeting Details.



The screenshot shows the same weekly course schedule for 'CCI 117-01 LEC'. The 'Meeting Details' dialog box is now open, centered over the 8am Monday slot. The dialog contains fields for 'Pattern' (M 8am-8:50am), 'Type' (Lecture (Class)), 'Room' (No Room Needed), 'Add Override' (No), 'Room Attributes' (None Assigned), and 'Dates' (5/10/2023 to 7/19/2023 (Full Term)). At the bottom of the dialog are 'Cancel' and 'Accept' buttons. The background schedule grid shows the same information as the first screenshot, with the 8am Monday slot still highlighted.

- 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	A. CCI 117-01 LEC 8 - 8:50				
9am					
10am					
11am					
12pm					

Pattern Type Room Dates

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

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

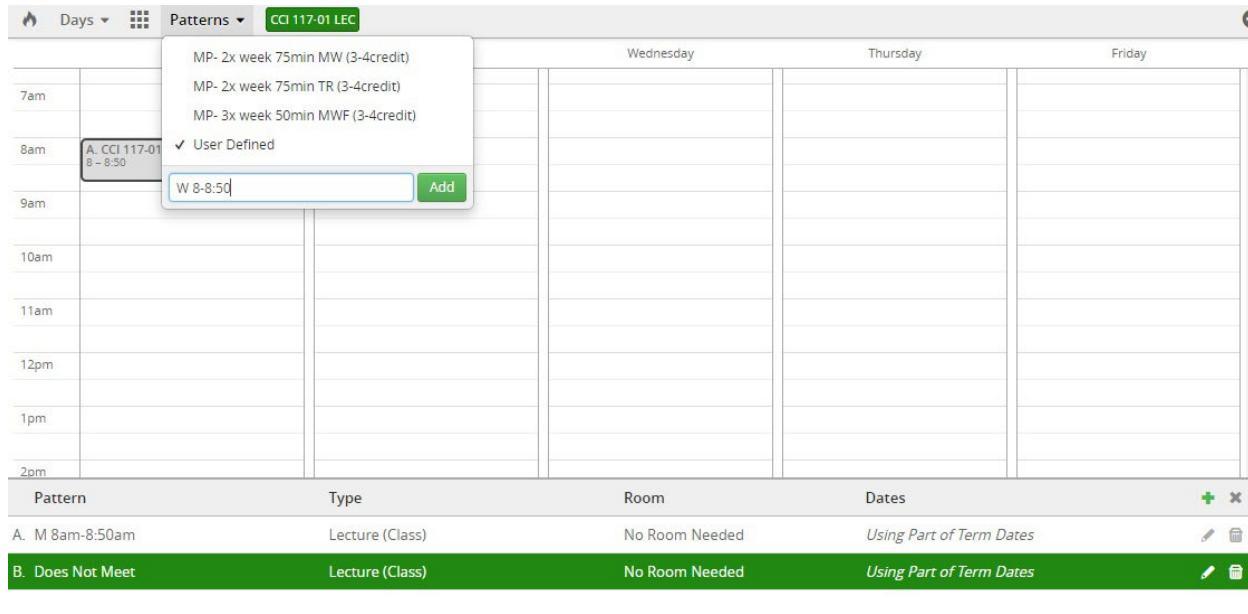
Days Patterns CCI 117-01 LEC

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
8am	A. CCI 117-01 LEC 8 - 8:50				
9am					
10am					
11am					
12pm					
1pm					
2pm					

Pattern Type Room Dates

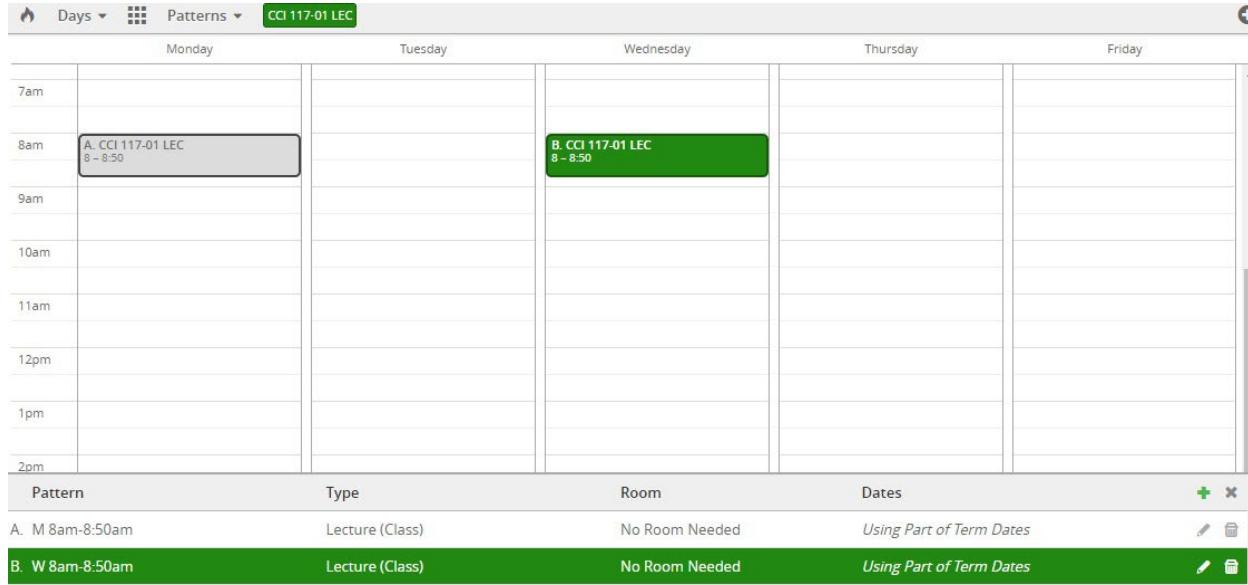
Pattern	Type	Room	Dates
A. M 8am-8:50am	Lecture (Class)	No Room Needed	<i>Using Part of Term Dates</i>
B. Does Not Meet	Lecture (Class)	No Room Needed	<i>Using Part of Term Dates</i>

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



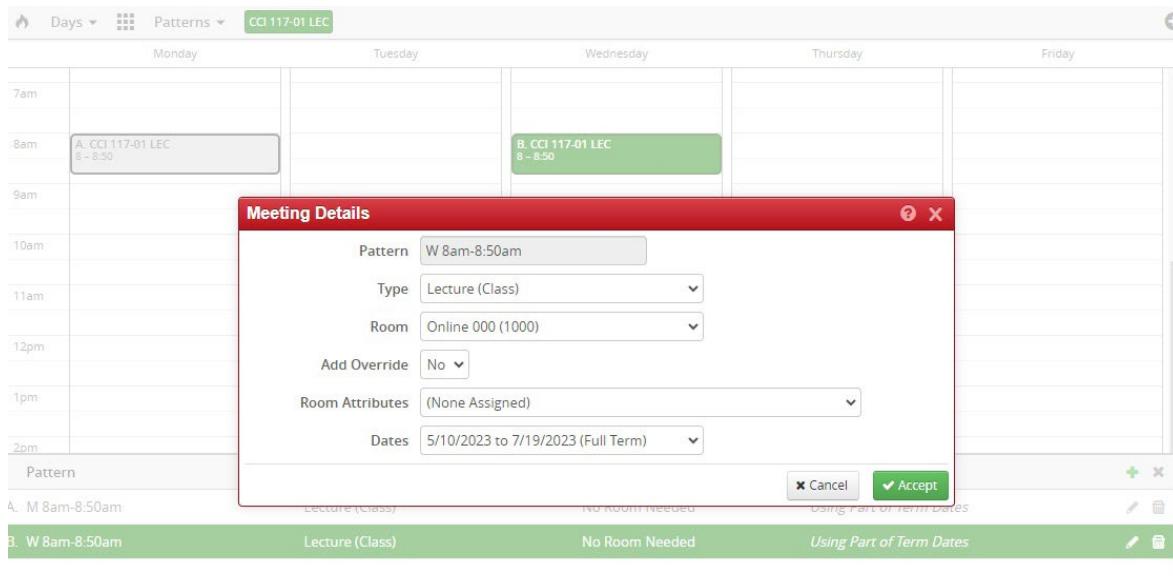
Pattern	Type	Room	Dates
A. M 8am-8:50am	Lecture (Class)	No Room Needed	Using Part of Term Dates
B. Does Not Meet	Lecture (Class)	No Room Needed	Using Part of Term Dates

- 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 weekly schedule for 'CCI 117-01 LEC'. The schedule includes a list of meetings at the bottom. A 'Meeting Details' dialog box is open for the meeting at 8am on Monday, showing the following fields:

- Pattern: W 8am-8:50am
- Type: Lecture (Class)
- Room: Online 000 (1000)
- Add Override: No
- Room Attributes: (None Assigned)
- Dates: 5/10/2023 to 7/19/2023 (Full Term)

At the bottom of the dialog box are 'Cancel' and 'Accept' buttons. The 'Accept' button is highlighted with a green border. Below the dialog box, the meeting details are summarized: Lecture (Class), No Room Needed, and Using Part of Term Dates.

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

Section Information

Title/Topic	Introduction to Anthropology (Default Va)	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		Course Attributes	
None Selected		0 (ONLC) GN - Global Nonwestern (GN) GSB - Soc and Behavioral Sci (GSB)	
Instructor	Room	Schedule	
Staff	No Room Needed	Does Not Meet	
Enrollment	Reserved Seats: No	Section Text (60 characters/line)	
Maximum	Waitlist	None Assigned	
Comments (Including Additional Computer Lab Requests)			
<input type="button" value="Bridge Tools"/> <input type="button" value="User View"/>		<input type="button" value="Cancel"/> <input checked="" type="button" value="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

Section Information

Title/Topic	Introduction to Anthropology (Default Va)	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 Op)	Cross-list With	Select section...
Restrictions	None	Prerequisites	None
Section Attributes		Course Attributes	
None Selected		0 (ONLC) GN - Global Nonwestern (GN) GSB - Soc and Behavioral Sci (GSB)	
Instructor	Room	Schedule	
Staff	No Room Needed	Does Not Meet	
Enrollment	Reserved Seats: No	Section Text (60 characters/line)	
Maximum	Waitlist	None Assigned	
Comments (Including Additional Computer Lab Requests)			
<input type="button" value="Bridge Tools"/> <input type="button" value="User View"/>		<input type="button" value="Cancel"/> <input checked="" type="button" value="Save Section"/>	

Section Attributes

Attribute

Select...

SI - Speaking Intensive (SI)
WI - Writing Intensive (WI)
Extra Fee May Apply for Online (376)
HSS - Honors College (HSS)
IGS - Int'l 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)

Create Section – ATY 212: Introduction to Anthropology

Section Information

Summer 2023, ATY

Title/Topic	Introduction to Anthropology (Default Va)	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

WI - Writing Intensive (WI)
IGS - Intl and Global Studies (IGS)

Course Attributes

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

Staff

Room: No Room Needed

Schedule

Does Not Meet

Enrollment

Reserved Seats: No (0 current, 0 waiting)

Maximum: (0)
Waitlist: (0)

Section Text (60 characters/line)

None Assigned

Comments (Including Additional Computer Lab Requests)

Buttons

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 V6)	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

Instructor

Staff

Room

No Room Needed

Enrollment

Reserved Seats: No

0 current, 0 waiting

Maximum: 20

Waitlist: 0

Schedule

Does Not Meet

Section Text (60 characters/line)

Comments (Including Additional Computer Lab Requests)

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 ➔

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

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
- HSGL - Honors Global
- HSI - Honors International
- HSID - Honors Internal & Disciplinary

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

Section Restrictions

Editing: Student Attribute

Include Exclude

- HSGD - Honors Global & Discipli ✖
- HSSD - Honors Disciplinary ✖
- HSGL - Honors Global ✖
- HSI - Honors International ✖
- HSGD - Honors Global & Discipli ✖

+ 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

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
HSGL - 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*

✖ 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

None Selected

Instructor

ngraham, Jeremy (880013956)

Room

Patricia A Sullivan Science 101 (300)

Course Attributes

None Assigned

Schedule

MWF 10am-10:50am

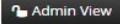
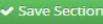
Enrollment

Reserved Seats: No

254 current, 0 prior, 0 waiting

Section Text (60 characters/line)

Comments (Including Additional Computer Lab Requests)

Buttons:    

Reserved Seats

Reserved Seats		Current Enrollments		
Total Seats	Maximum 264	Waitlist 0		
Reserved Seats	Group	Maximum	Waitlist	Allow in Unreserved
No Reserved Seats have been defined				
Unreserved Seats	Maximum 264	Waitlist 0		

Buttons:  

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

Reserved Seats

Reserved Seats		Current Enrollments		
Total Seats	Maximum 100	Waitlist 0		
Reserved Seats	Group	Maximum	Waitlist	Allow in Unreserved
	Select a group...			Yes
Unreserved Seats	Group	Maximum 100	Waitlist 0	Max Cap Expiration No Expiration Date
<input type="button" value="Cancel"/> <input checked="" type="button" value="Accept"/>				

Reserved Seats

Reserved Seats		Current Enrollments		
Total Seats	Maximum 100	Waitlist 0		
Reserved Seats	Group	Maximum	Waitlist	Allow in Unreserved
	Select a group...			Yes
Enter group name	Group	Maximum	Waitlist	Max Cap Expiration
Enter group name	Select a group...		0	No Expiration Date
Enter group name	[Banner] HH col, HH-UG-BS-O prg, HEST con			
Enter group name	[Banner] HH-UG-BS-O prg, HEST con			
Enter group name	[Banner] INPS ma			
Enter group name	[Banner] PHD deg			
Enter group name	[Banner] UG lev. O cmp, HH col, BS deg, HEST con			
Enter group name	[Banner] UG lev. O cmp, HH col, BS deg, HEST fld			
<input type="button" value="Cancel"/> <input checked="" type="button" value="Accept"/>				

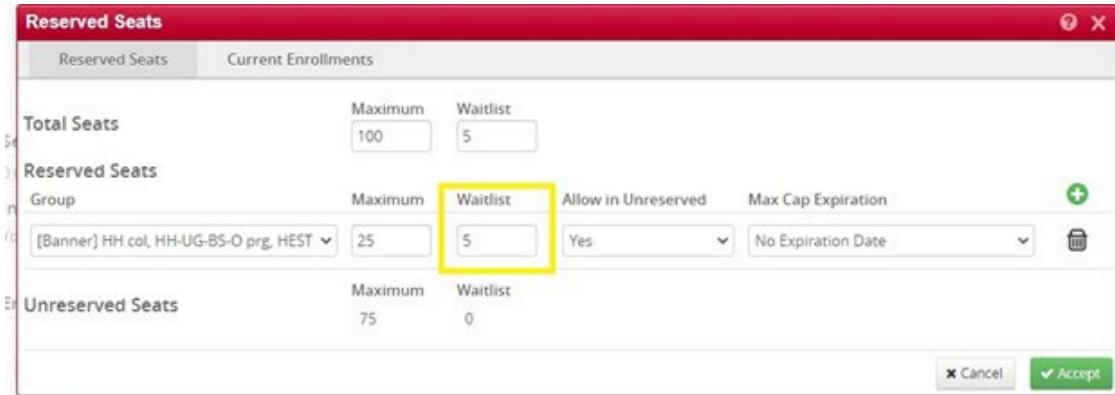
- Enter maximum for reserved seats in that group

Reserved Seats

Reserved Seats		Current Enrollments		
Total Seats	Maximum 100	Waitlist 5		
Reserved Seats	Group	Maximum	Waitlist	Allow in Unreserved
	[Banner] HH col, HH-UG-BS-O prg, HEST con	25	5	Yes
Unreserved Seats	Group	Maximum 75	Waitlist 0	Max Cap Expiration No Expiration Date
<input type="button" value="Cancel"/> <input checked="" type="button" value="Accept"/>				

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)



Reserved Seats

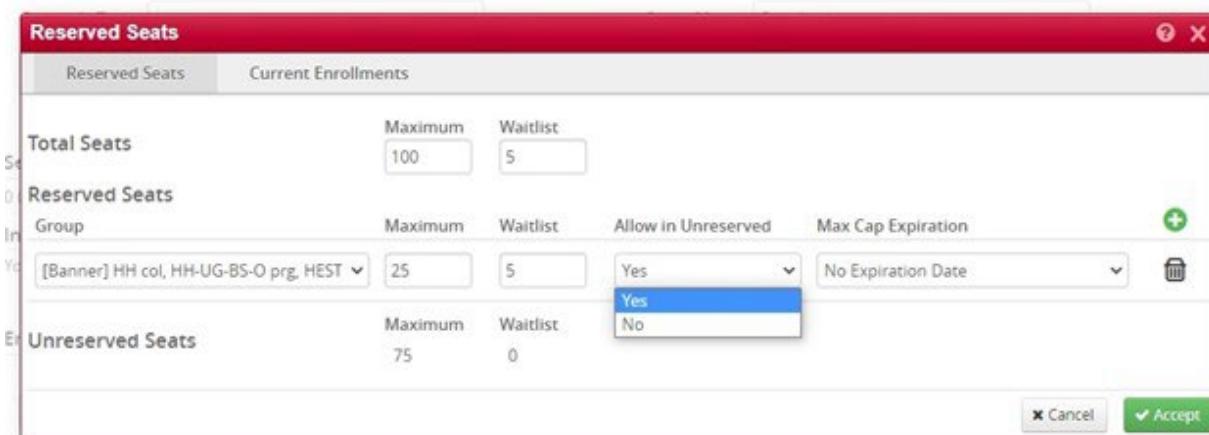
Reserved Seats Current Enrollments

Total Seats	Maximum 100	Waitlist 5
Reserved Seats		
Group	Maximum 25	Waitlist 5
Allow in Unreserved Max Cap Expiration		
Yes No Expiration Date		
Unreserved Seats Maximum 75 Waitlist 0		
<input type="button" value="Cancel"/> <input checked="" type="button" value="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.



Reserved Seats

Reserved Seats Current Enrollments

Total Seats	Maximum 100	Waitlist 5
Reserved Seats		
Group	Maximum 25	Waitlist 5
Allow in Unreserved Max Cap Expiration		
<input type="button" value="Yes"/> <input type="button" value="No"/>		
No Expiration Date		
Unreserved Seats Maximum 75 Waitlist 0		
<input type="button" value="Cancel"/> <input checked="" type="button" value="Accept"/>		

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

Reserved Seats

Reserved Seats		Current Enrollments																						
Total Seats	Maximum 100	Waitlist 5																						
Reserved Seats <table border="1"> <thead> <tr> <th>Group</th> <th>Maximum</th> <th>Waitlist</th> <th>Allow in Unreserved</th> <th>Max Cap Expiration</th> </tr> </thead> <tbody> <tr> <td>[Banner] HH col, HH-UG-BS-O prg, HEST</td> <td>25</td> <td>5</td> <td>Yes</td> <td>No Expiration Date</td> </tr> <tr> <td>Select a group...</td> <td></td> <td></td> <td>Yes</td> <td>No Expiration Date</td> </tr> <tr> <td>Select a group...</td> <td></td> <td></td> <td>Yes</td> <td>No Expiration Date</td> </tr> </tbody> </table>					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
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																				
Unreserved Seats	Maximum 75	Waitlist 0																						
<input type="button" value="Cancel"/> <input type="button" value="Accept"/>																								

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.

Reserved Seats

Reserved Seats		Current Enrollments												
Reserved Seats <table border="1"> <thead> <tr> <th>Group</th> <th>Occupied</th> <th>Remaining</th> <th>Waitlist Occupied</th> <th>Waitlist Remaining</th> </tr> </thead> <tbody> <tr> <td>[Banner] HH col, HH-UG-BS-O prg, HEST con</td> <td>0</td> <td>25</td> <td>0</td> <td>5</td> </tr> </tbody> </table>		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										
[Banner] HH col, HH-UG-BS-O prg, HEST con	0	25	0	5										
Unreserved Seats <table border="1"> <thead> <tr> <th>Occupied</th> <th>Remaining</th> <th>Waitlist Occupied</th> <th>Waitlist Remaining</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>75</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Occupied	Remaining	Waitlist Occupied	Waitlist Remaining	19	75	0	0					
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

Maximum	Reserved Seats: <input type="text" value="No"/>	Waitlist
---------	---	----------

Reserve Seats

Reserved Seats	Current Enrollments	
Total Seats	Maximum: 25	Waitlist: 0
Reserved Seats	Group: [Banner] O cmp Maximum: 5 Waitlist: 0 Allow in Unreserved: Yes Max Cap Expiration: 26SP POT 1 (1/5/2026)	+ - Cancel Accept
Unreserved Seats	Maximum: 20	Waitlist: 0

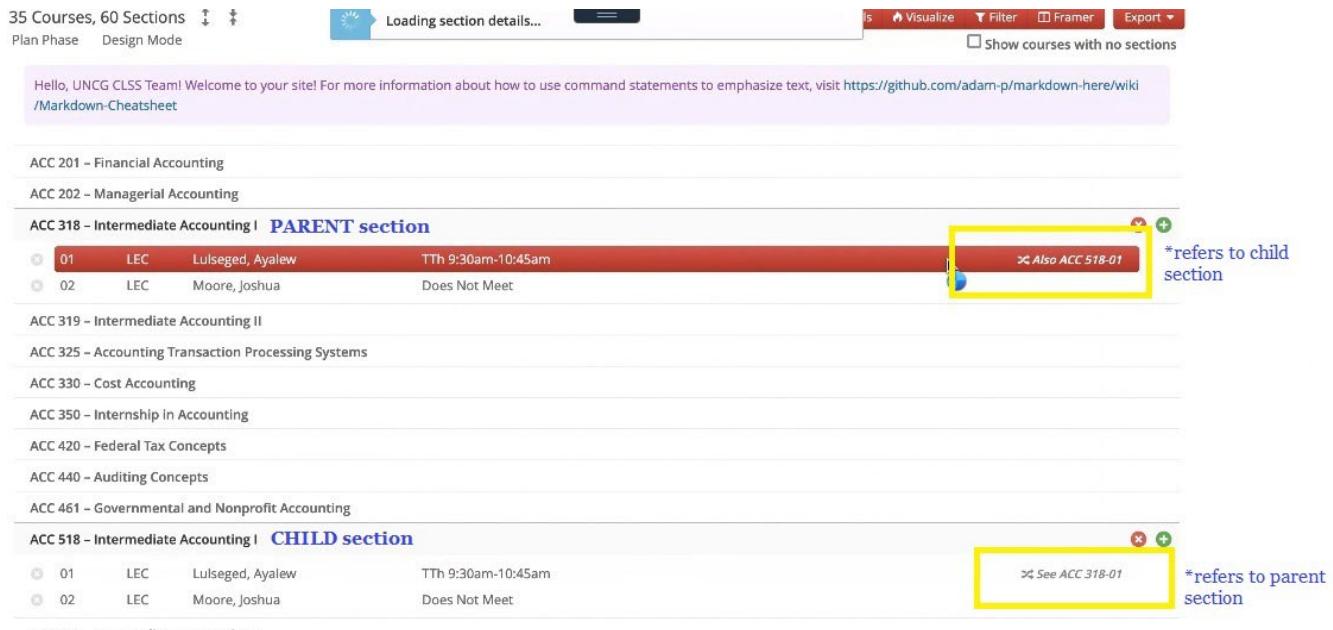
Cross-Listed Sections

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 Loading section details...

Plan Phase Design Mode 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>

ACC 201 – Financial Accounting

ACC 202 – Managerial Accounting

ACC 318 – Intermediate Accounting I **PARENT section**

<input type="radio"/> 01	LEC	Lulsegd, Ayalew	TTh 9:30am-10:45am	 Also ACC 518-01
<input type="radio"/> 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**

<input type="radio"/> 01	LEC	Lulsegd, Ayalew	TTh 9:30am-10:45am	 See ACC 318-01
<input type="radio"/> 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) <input type="button" value="▼"/>
Section #	01
Credit Hrs	1
Status	Active <input type="button" value="▼"/>
Schedule Type	Lab <input type="button" value="▼"/>
Cross-list With	<input type="button" value="Select section..."/> <input type="text" value="ges 103"/> <input type="button" value="🔍"/> <div style="background-color: #0070C0; color: white; padding: 5px; margin-top: 5px;"> GES 103-01 (Lecture) </div> GES 103-02 (Lecture) GES 103L-02 (Lab)
Prerequisites	
Section Attributes	0 (ONLC) ENV - Enviro Studies GNS - Natural Sciences (GNS)

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) <input type="button" 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 <input type="button" value="▼"/>	Special Approval	(None Assigned)
Schedule Type	Lab <input type="button" value="▼"/>	Grade Mode	Standard
Cross-list With	GES 103-01 <input type="button" value="✖"/>	Restrictions	<input type="button" value="None"/> <input type="button" value="📝"/>

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) <input type="button" value="▼"/>
Section #	01 <input type="button" value=""/>
Credit Hrs	3 <input type="button" value=""/>
Status	Active <input type="button" value=""/>
Schedule Type	Lecture <input type="button" value=""/>
Cross-list With	Select section... <input style="width: 150px;" type="text" value="eng"/> <input type="button" value=""/>
Prerequisites	<input type="button" value=""/>
Section Attributes	0 (ONLC) <input type="button" value=""/> GLT - Literature (G) <input type="button" value=""/> MAC CritThink Hum <input type="button" value=""/>
Instructor	Carter, Morgan (88) <input type="button" value=""/>
Enrollment	Maximum <input type="button" value=""/> 36 <input type="button" value=""/>

Cross-list With dropdown menu (highlighted with yellow box and blue selection bar):

- Select section...
- eng
- ENG 105-03 (Lecture)
- ENG 106-01 (Lecture)
- ENG 208-01 (Lecture)** (highlighted with yellow box and blue selection bar)
- 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

Section #

Credit Hrs

Status

Schedule Type

Cross-list With

Prerequisites

Section Attributes

GLT - Literature (GL)

MAC CritThink Hum

Instructor

Kennedy, Terry (89)

Enrollment

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)

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

Section Information

Title/Topic

Section #

Credit Hrs

Status

Schedule Type

Cross-list With

Prerequisites

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

35

Section 01 (parent) raises enrollment by 5

Enrollment

Maximum

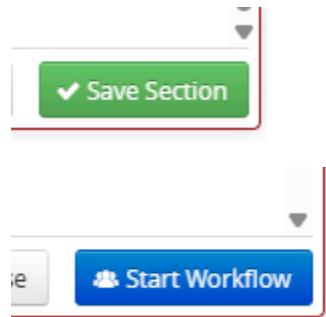
10

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

Room

General Purpose Classroom

Section 01 (parent) saves section and starts workflow



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 publishes on the s

Maximum: 10 5 Waitlist: 0

Reserved Seats

Group	Maximum	Waitlist	Allow in Unreserved
-------	---------	----------	---------------------

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

Section Attributes None Selected

Instructor <input type="text" value="Staff"/>	Room <input type="text" value="No Room Needed"/>
--	---

Course Attributes 0 (ONLC)

Schedule <input type="text" value="Does Not Meet"/>
--

Enrollment Reserved Seats: No 0 current, 0 waiting

Maximum <input type="text"/>	Waitlist <input type="text" value="0"/>
------------------------------	---

Section Text (60 characters/line) None Assigned

Comments (Including Additional Computer Lab Requests)

✖ Cancel ✓ Save Section



CROSS-LIST WITH [Select section...](#)

Title/Topic

Title/Topic (30 characters max)
Tpcs: Chosen Topics Title

OK Cancel

No Room Needed Does Not Meet

Section Information

Summer 2023, REL

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

Section Attributes

None Selected

Instructor

Staff

Room

No Room Needed Does Not Meet

Enrollment

Reserved Seats: No

0 current, 0 waiting

Maximum Waitlist 0

Course Attributes

0 (ONLC)

Section Text (60 characters/line)

None Assigned

Comments (Including Additional Computer Lab Requests)

[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.

The screenshot shows the CLSS software interface with a toolbar at the top. The 'Export' button is highlighted with a yellow box. Below the toolbar, there is a 'Show courses with no sections' checkbox. The 'Export' button is expanded to show options for 'Excel File (.csv)' and 'PDF File (.pdf)'. A 'Generate Excel File:' button is visible. A large 'Export Options' dialog box is open, listing various result fields with checkboxes. The 'Generate' button in the dialog box is also highlighted with a yellow box.

View By ▾ Validate Bridge Tools Visualize Filter Framer **Export ▾**

Show courses with no sections

Export ▾

Show
 Excel File (.csv)
 PDF File (.pdf)

Generate Excel File:

Export Options

Result Fields:

CLSS ID CRN Term
 Term Code Department Code Subject Code
 Catalog Number Course Section #
 Course Title Long Title Schedule Type
 Title/Topic Meeting Pattern Meetings
 Meeting Room Attributes Instructor Room
 Status Part of Term Campus
 Inst. Method Special Approval Credit Hrs Min
 Credit Hrs Grade Mode Attributes
 Course Attributes Room Attributes Enrollment
 Maximum Enrollment Prior Enrollment Waitlist
 Wait Total Cross-listings Cross-list Enrollment
 Cross-list Maximum Cross-list Wait Total

 Section Text (60 characters/line)

Check All Uncheck All

Generate

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 ? X

Rule Validation Complete

Total: 45	Complete: 45	Passed: 36	Failed: 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 ↻

Export Close

- 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.

Validating Scheduling Unit ? X

Rule Validation Complete

Total: 51	Complete: 51	Passed: 50	Failed: 1 i
01. Scheduling Unit submissions from Design Mode to Refine Mode require approval from Registrar. • All Sections i			

Export Close Start Workflow

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.

In Workflow

1. CLSS Banner

Workflow Status ▾ Cancel Save Section

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.