CLSS Course Scheduling Documentation

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

Updated: October 09, 2026

University Registrar's Office
courses@uncg.edu

UNC GREENSBORO

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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.



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).

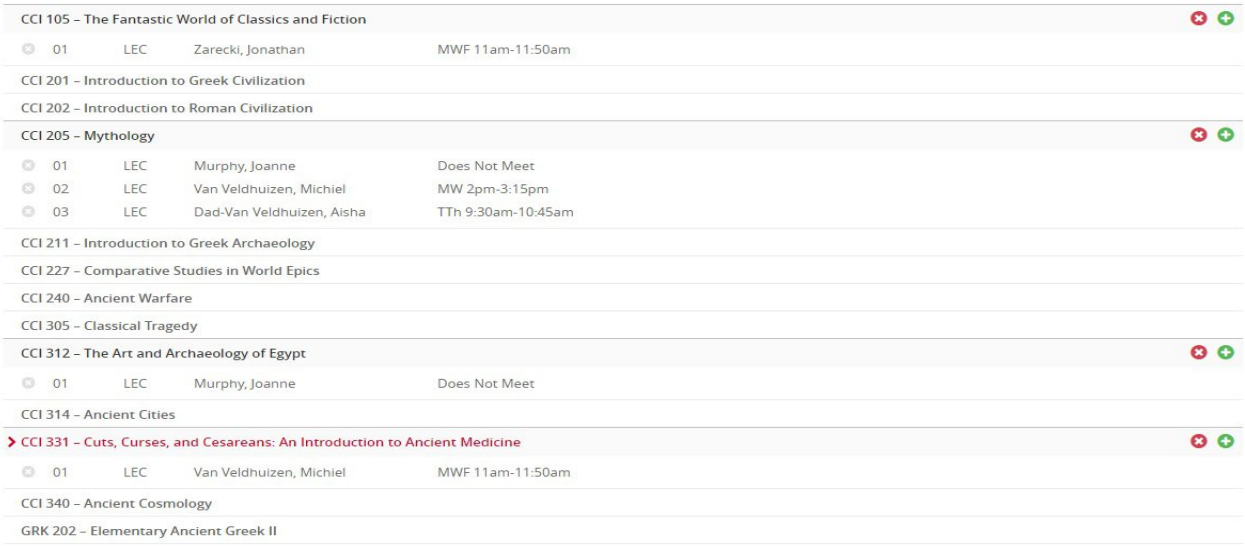
67 Scheduling Units
2,308 Courses 4,889 Sections

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

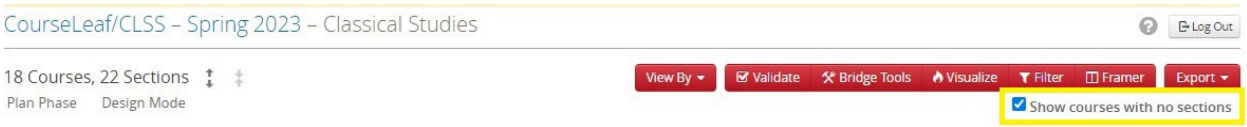
ID	Name	Courses	Sections
ACF	Accounting and Finance	35	60
AAD	African Amer/African Diaspora	15	27
ATY	Anthropology	22	31
MAS	Applied Arts and Sciences	5	5
BLS	Associate Dean Programs	22	23
BIO	Biology	56	228
CHE	Chemistry & Biochemistry	55	190
CLA	Classical Studies	18	22
CSD	Comm Sciences and Disorders	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.



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

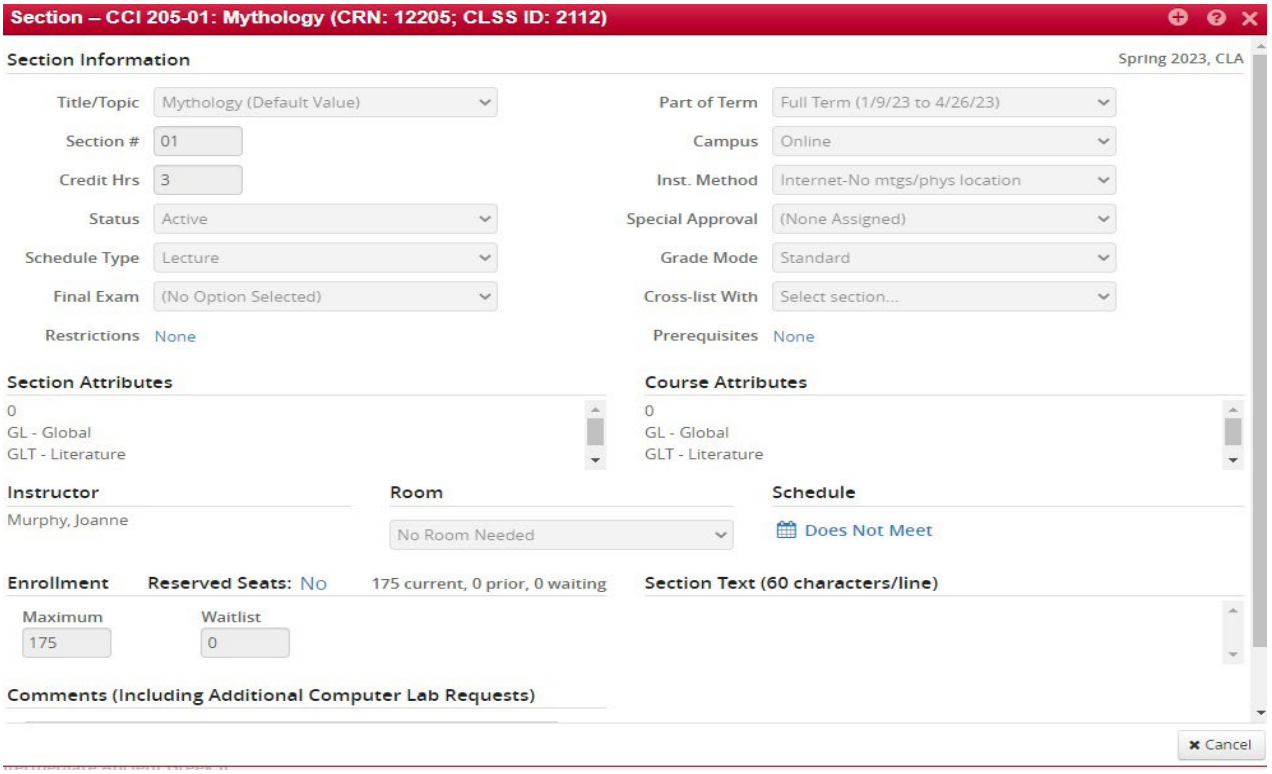


Adding/Editing/Deleting Existing Sections

- 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 under Course Scheduling.**

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).

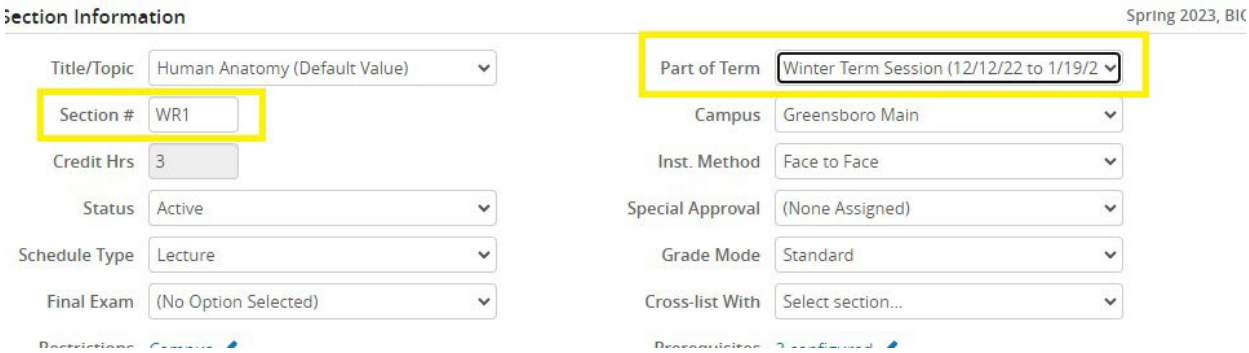


Parts of Term:

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.



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.

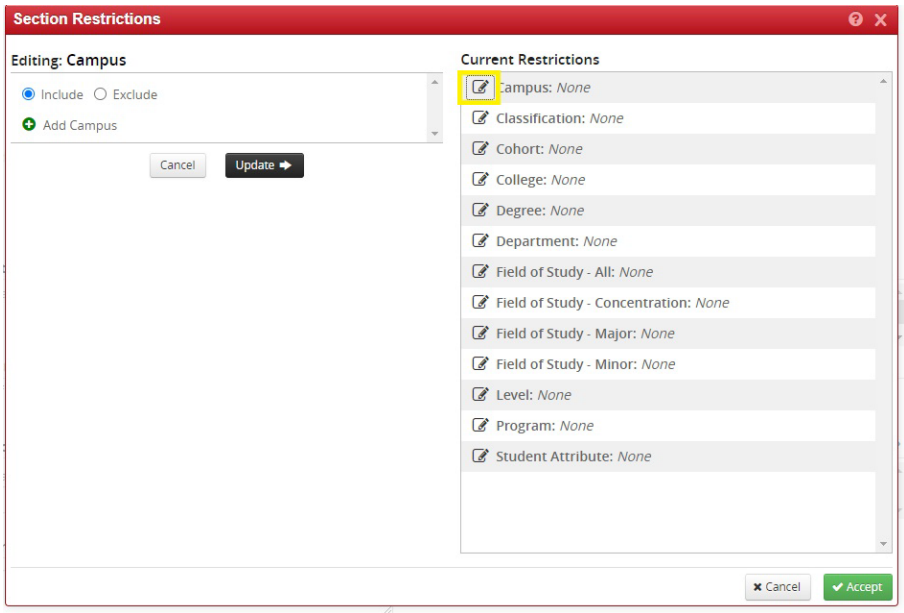
Example of **R Campus** Site

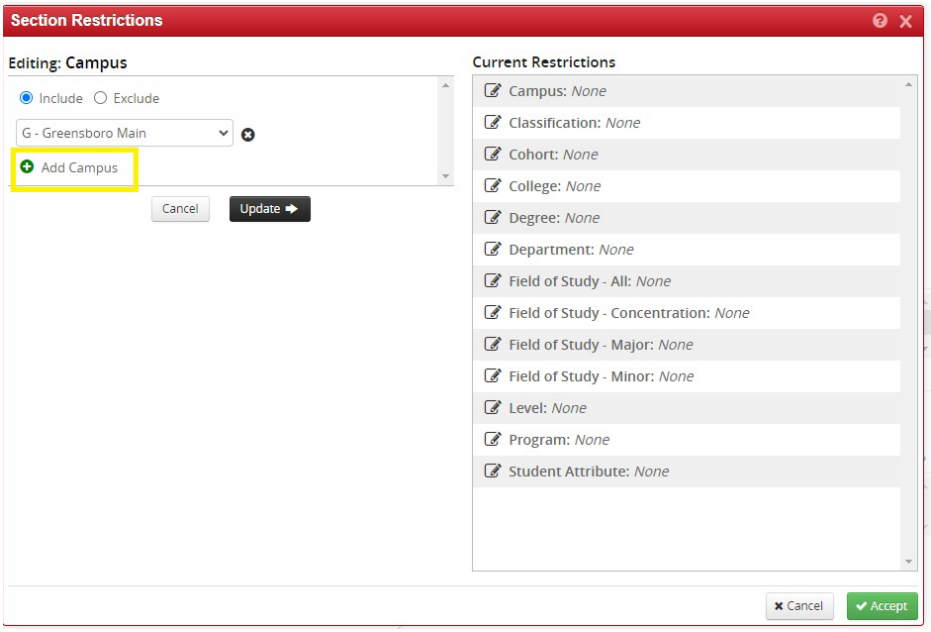
Joint School of Nanoscience and Nanoengineering Gateway University Research Park, South Campus 2907 East Gate City Blvd.

Examples of **S Campus** Sites https://assessment.uncg.edu/office-of-assessment-accreditation-and-academic-program-planning/institutional-accreditation/off-campus-locations/

Gateway Research Park, North Campus 5900 Summit Ave Browns Summit, NC 27214	Union Square Campus 124 E. Gate City Blvd. Greensboro, NC 27401 (Guilford County)
Gateway Research Park, South Campus 2907 E. Gate City Blvd Greensboro, NC 27401	NC A&T 1601 E. Market Street Greensboro, NC 27401

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.

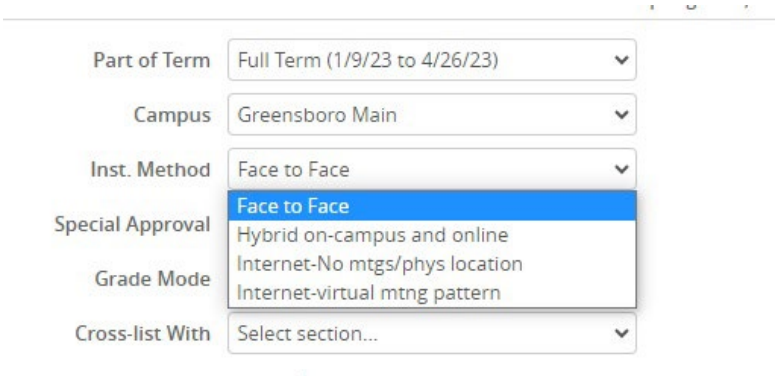




If you are choosing O campus for fully online instruction, the course should be approved for online delivery first and indicated by the ONLC attribute listed under Course Attributes. If the ONLC is not listed, the course cannot be set up with O campus. Please submit the appropriate request via CIM. Once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



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).

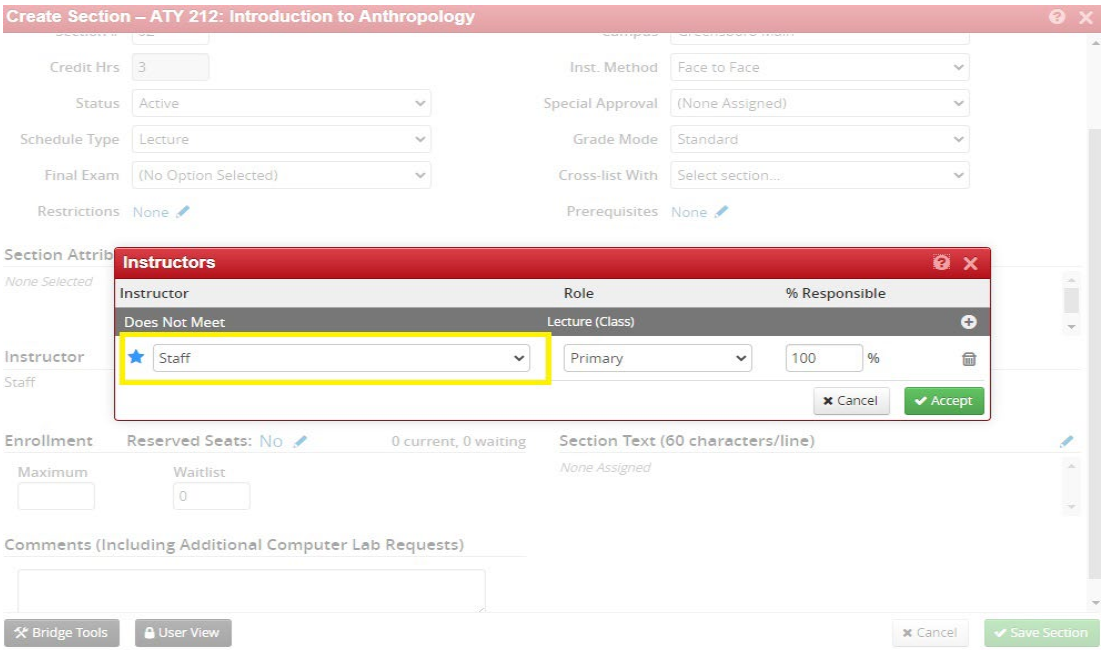
UNCG adheres to the UNC System Office policy which defines schedule types as follows: https://www.northcarolina.edu/apps/policy/index.php?section=400.3.4%5BR%5D

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. *G campus requires a meeting pattern/location.*	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:

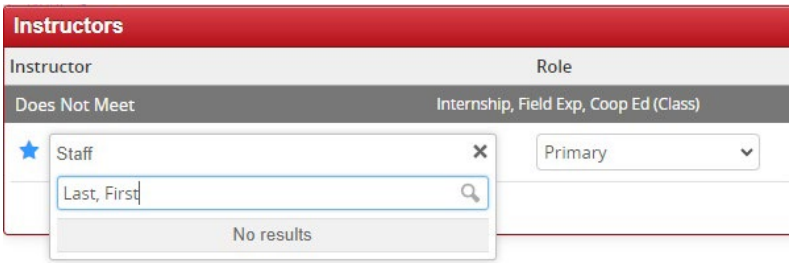
- The default for the instructor field is “staff.” If you do not know who the instructor is or the instructor is not through the credentialing process and active in Banner (please contact either **Faculty Personnel Services** for faculty or the **Graduate School** for GA/TA) at the time the section is 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)



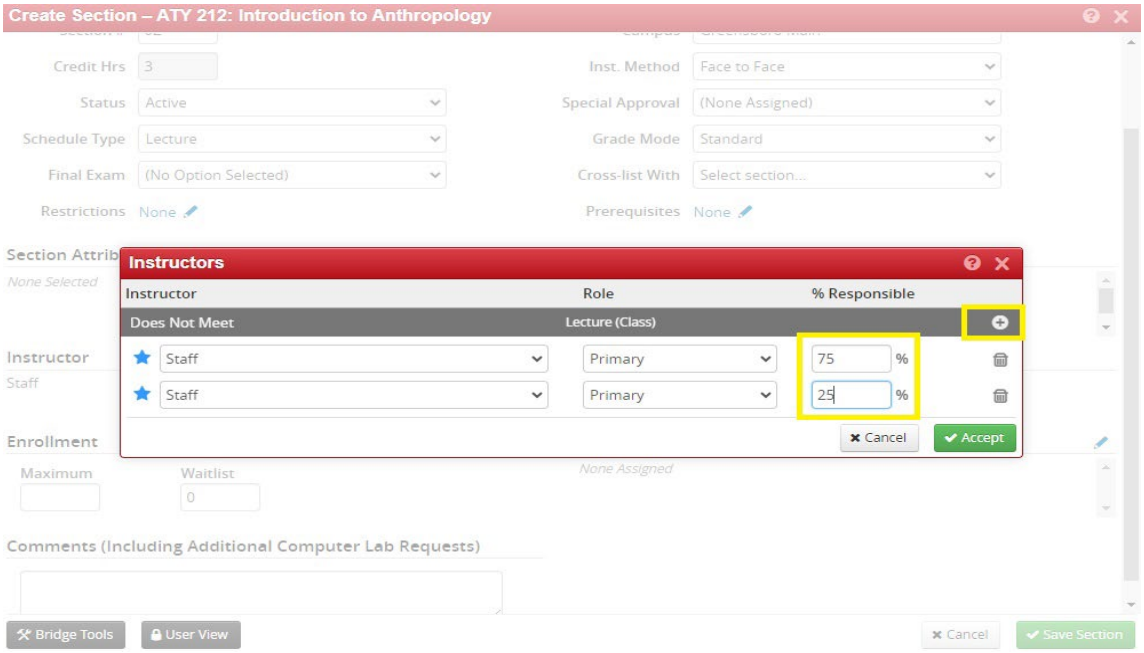


If adding more than one instructor, adjust the **percent of responsibility** for each so that the sum is 100%. Percent of Responsibility should accurately reflect each instructor's assigned responsibility for the course. **This overall percentage must equal 100% however divided.**

- 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 (10^{th}) 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.

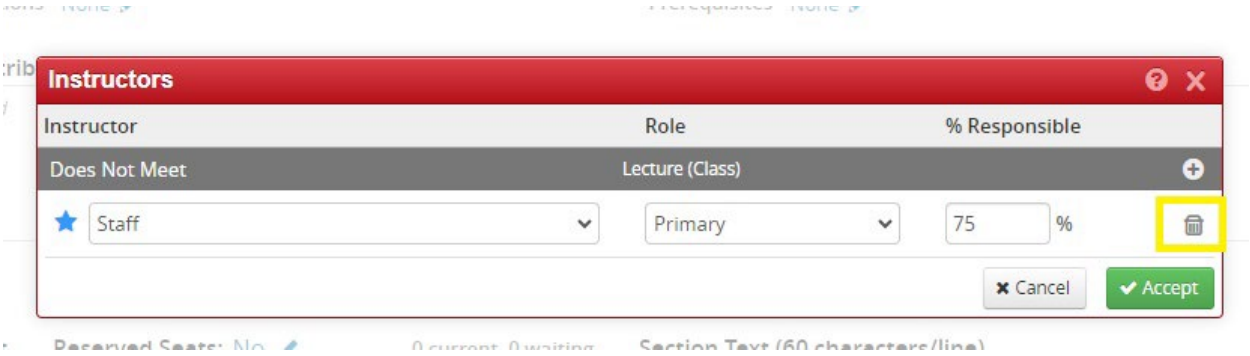
Adding more than one instructor:

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



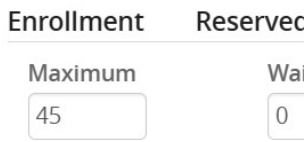
To remove an instructor, click the trash can icon.

Click Accept.



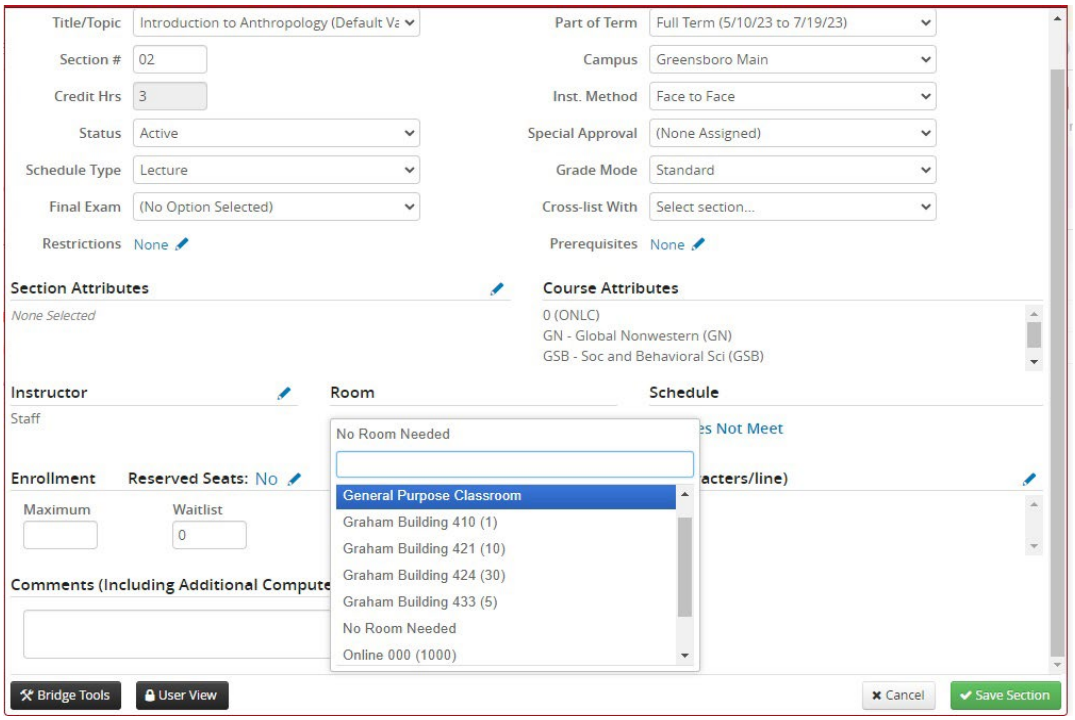
Maximum Enrollment

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).



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 courses@uncg.edu.



If you choose a General-Purpose Classroom, the University Registrar's Office will utilize the Accruent EMS 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)**

Room Seek:

The Room Seek functionality will provide schedulers with direct access to our classroom optimization software. During specified periods (the Event Scheduling timeline can be found on the Registrar's website under Classroom Scheduling), they will be able to efficiently make their own classroom modifications without the need for a separate request email. Additionally, reservations in the vEMS

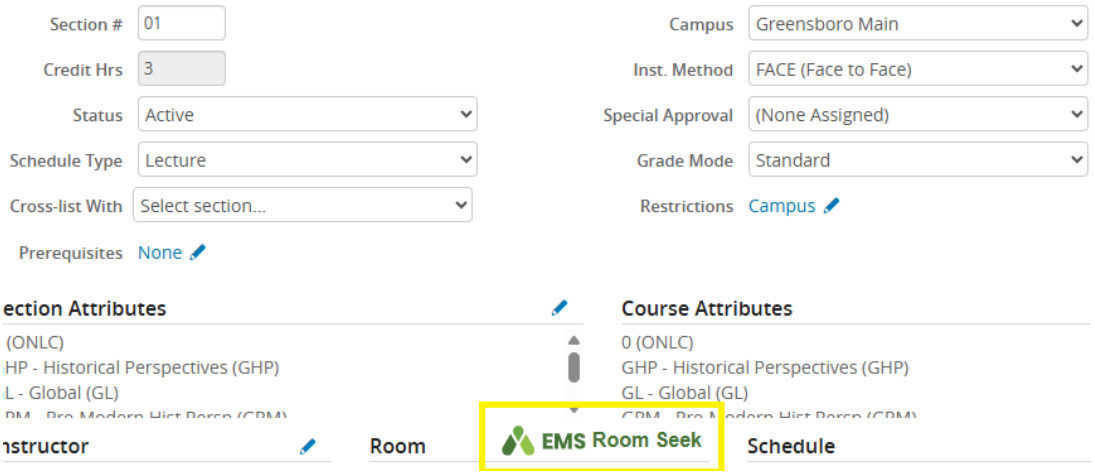
platform will no longer be necessary as CLSS will update the Banner course schedule and the published room schedule in EMS. **Please know that there can be up to an hour lag time for auto syncing between Banner and EMS when a room is adjusted via Room Seek.**

***Note: computer labs will not be listed in Room Seek. Those reservations will still go through vEMS.**

To adjust a general-purpose classroom assignment **after** the classroom optimization process:

- Click on Room Seek
- Click Select on an available general-purpose classroom (note: only appropriate rooms based on meeting pattern and max enrollment will be listed)

Save



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)**:

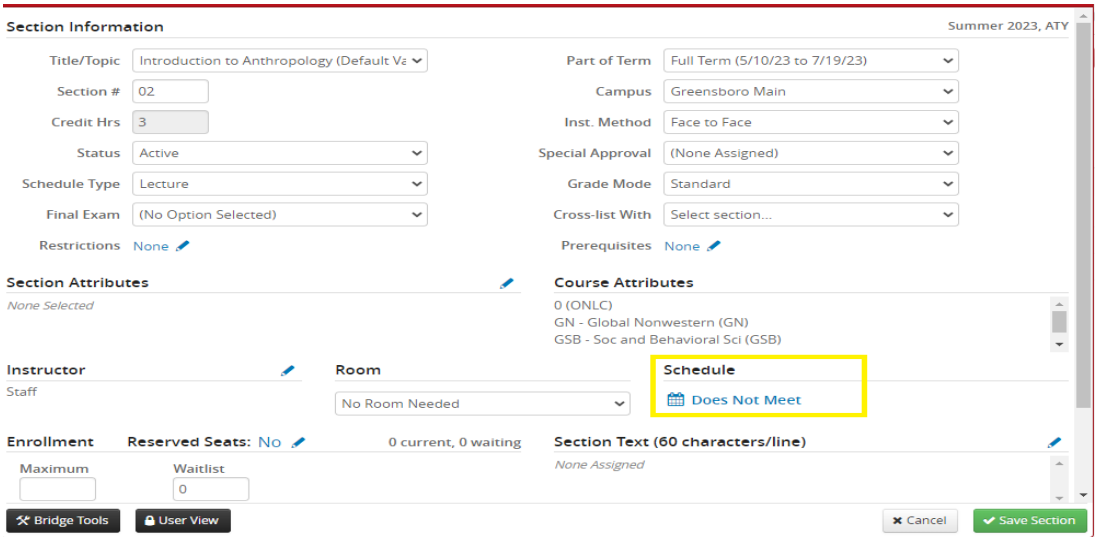
2:00pm-4:50	5:30pm-8:20
3:00pm-5:50	6:00pm-8:50
4:00pm-6:50	7:00pm-9:50

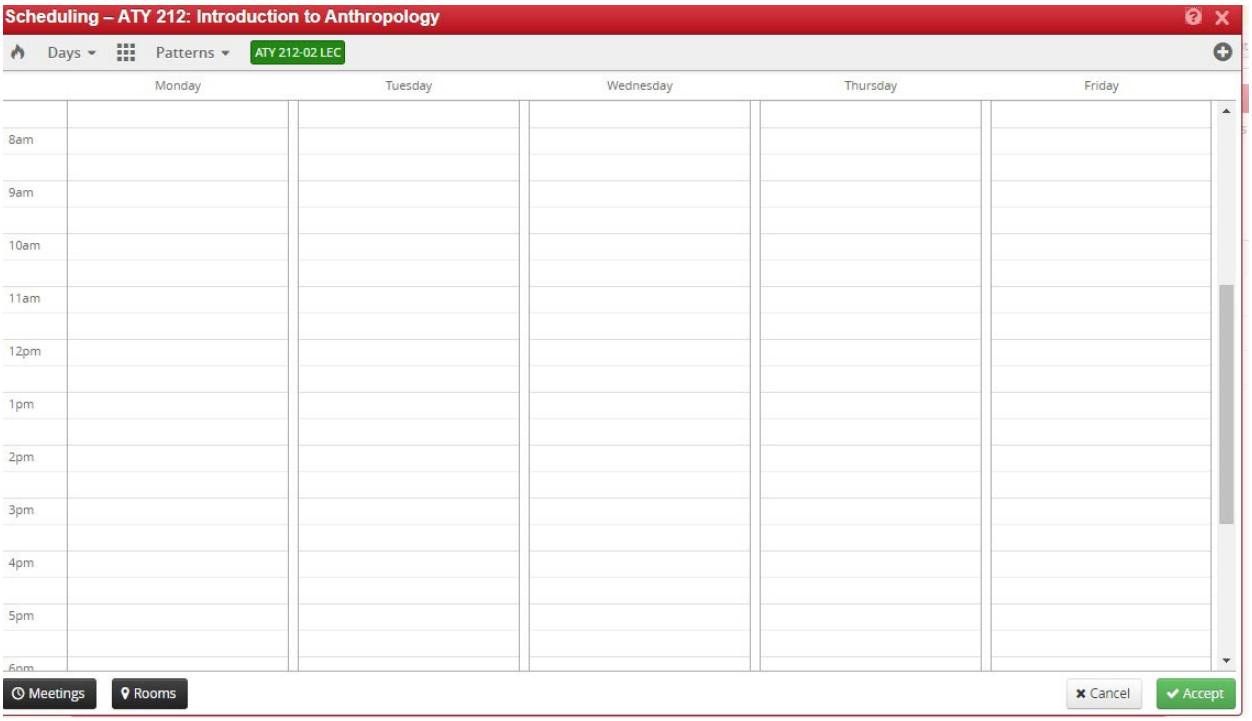
Three-hour laboratory courses should follow the following sequence:

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

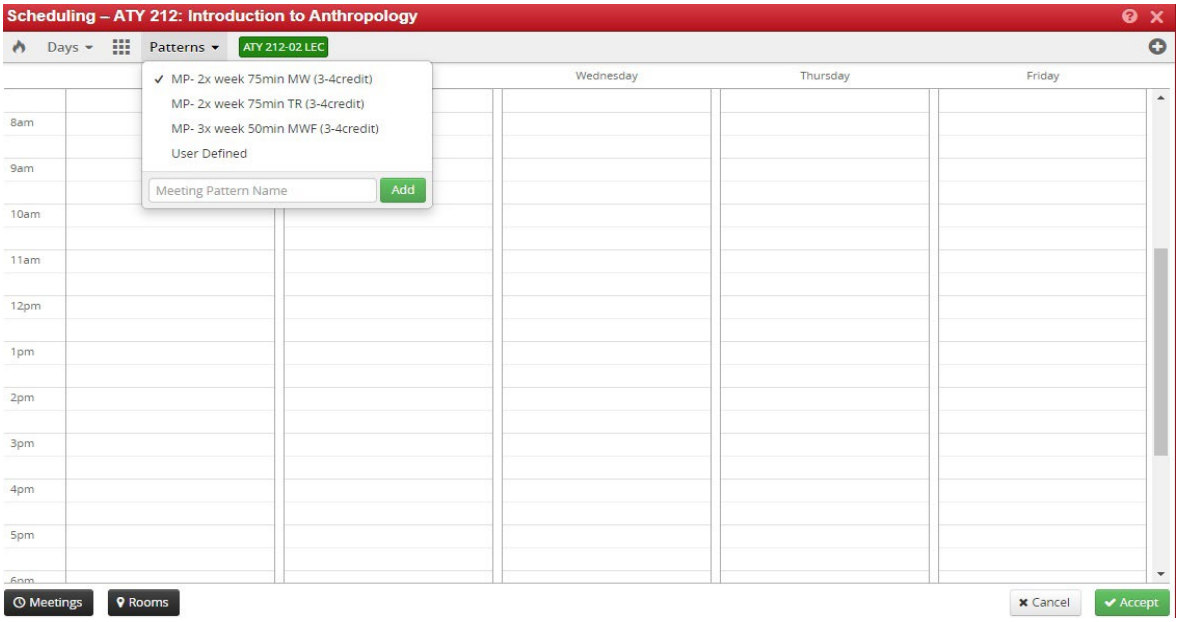
Adding Meeting Patterns:

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

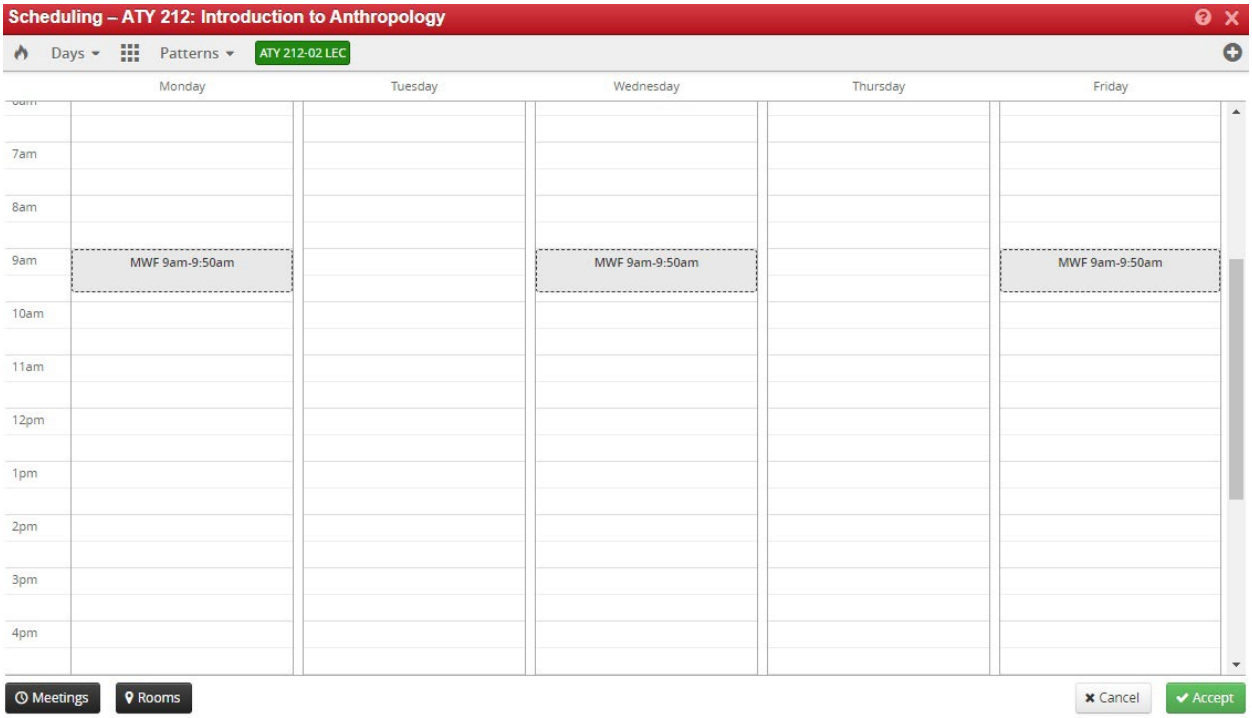




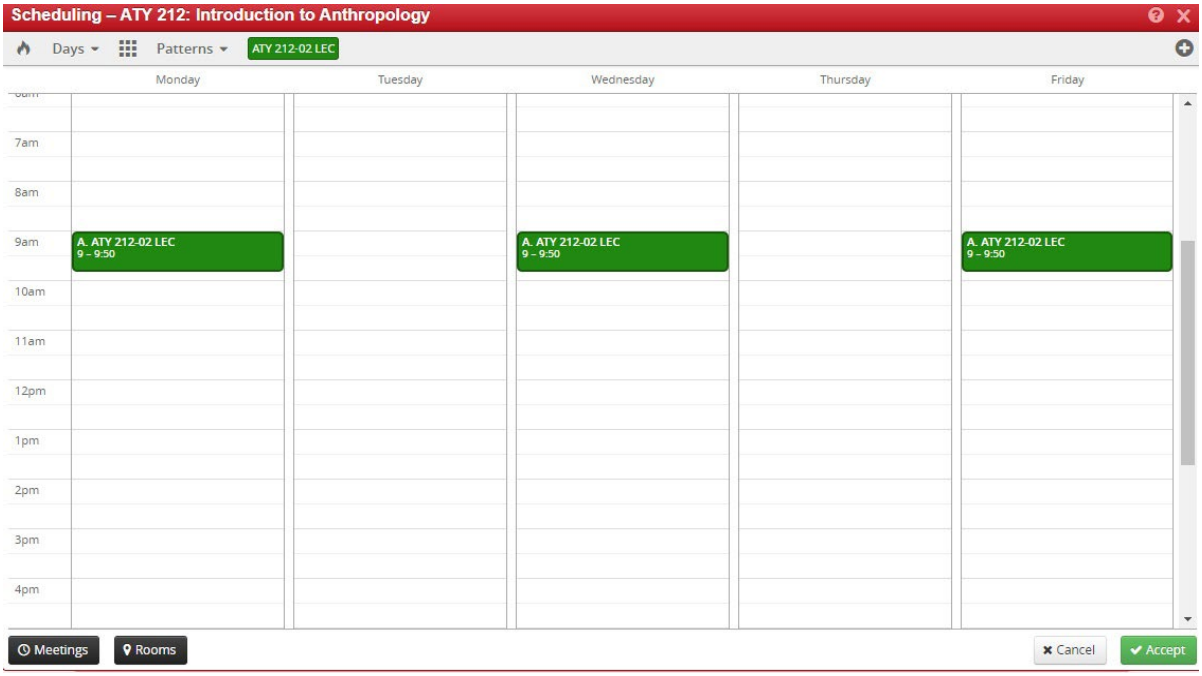
- Choose a pre-loaded standard meeting pattern from the drop-down menu.



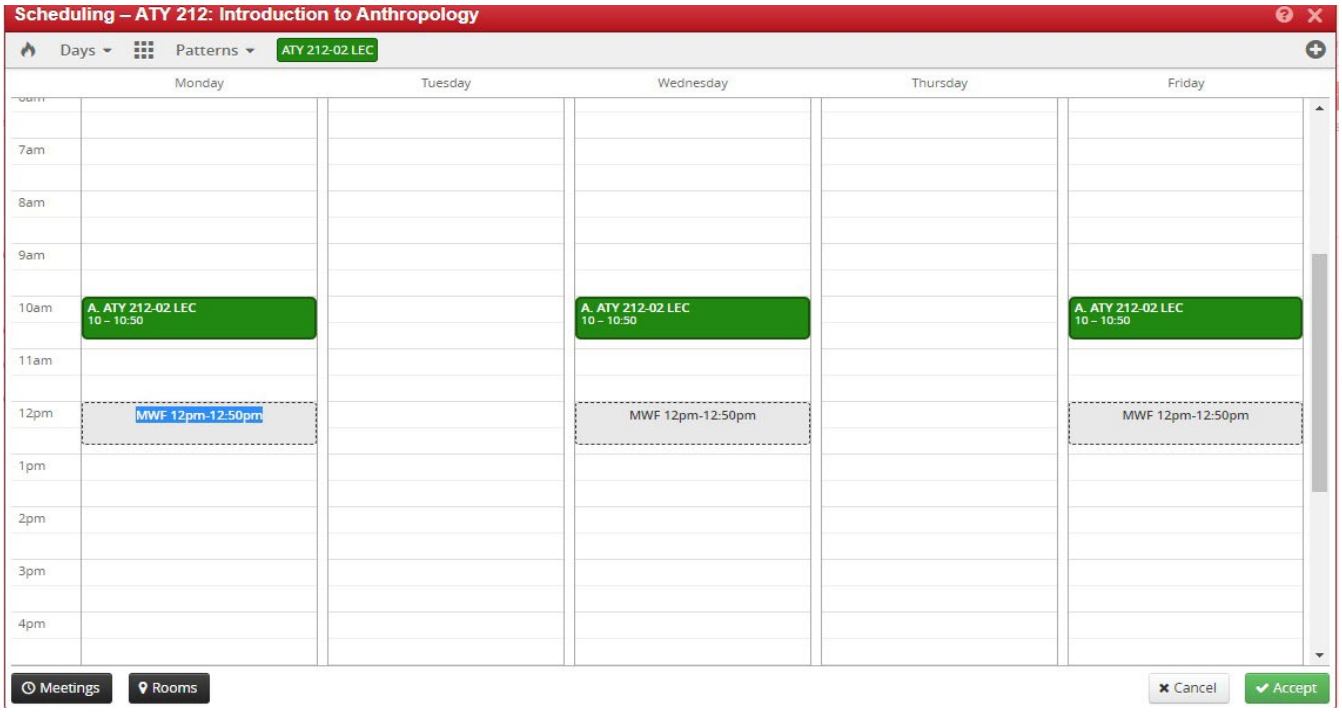
- Place your mouse cursor over the chosen time; the meeting pattern tentatively appears.

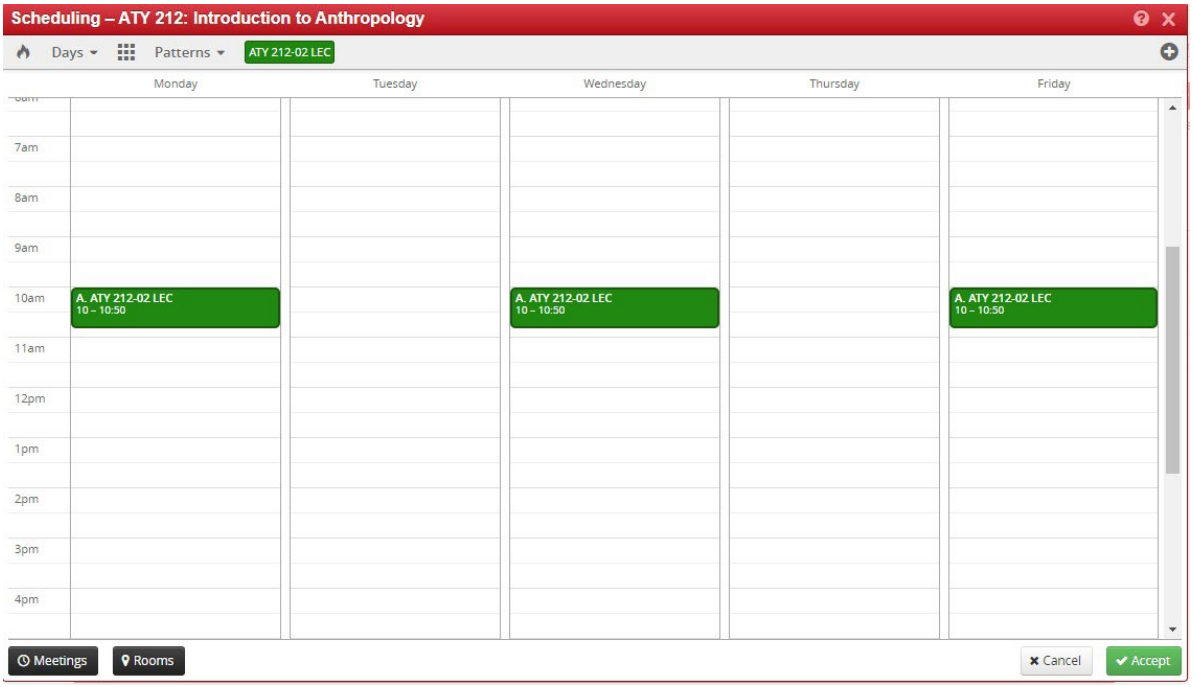


- Click your mouse to lock the meeting pattern into place (blocks will be green).
- Click **Accept**.

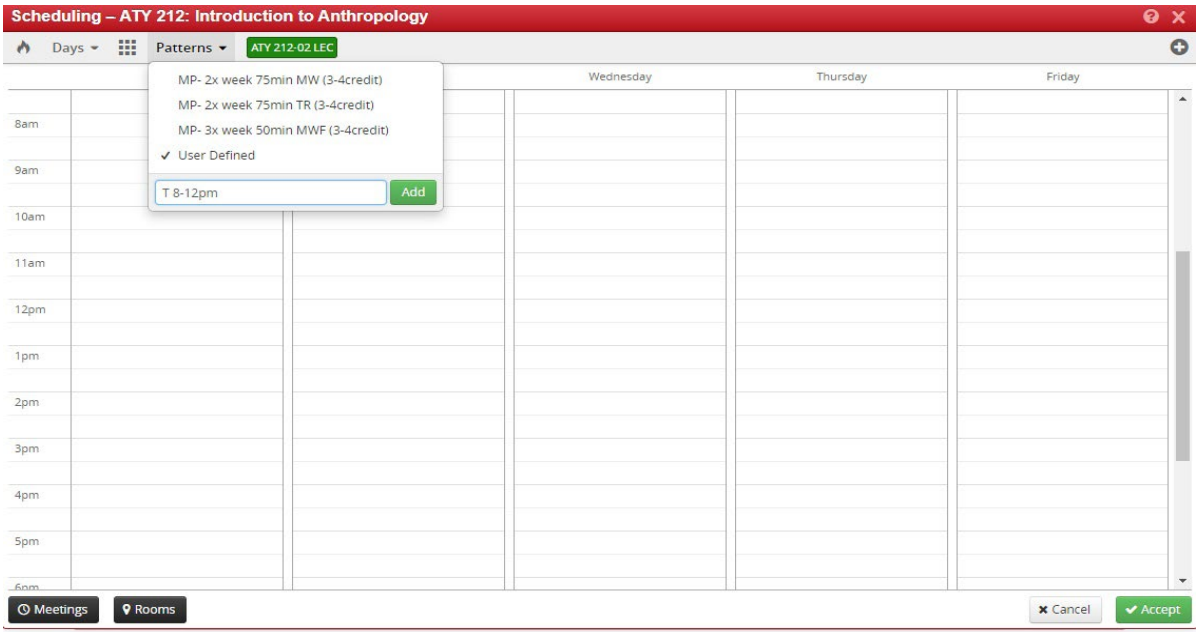


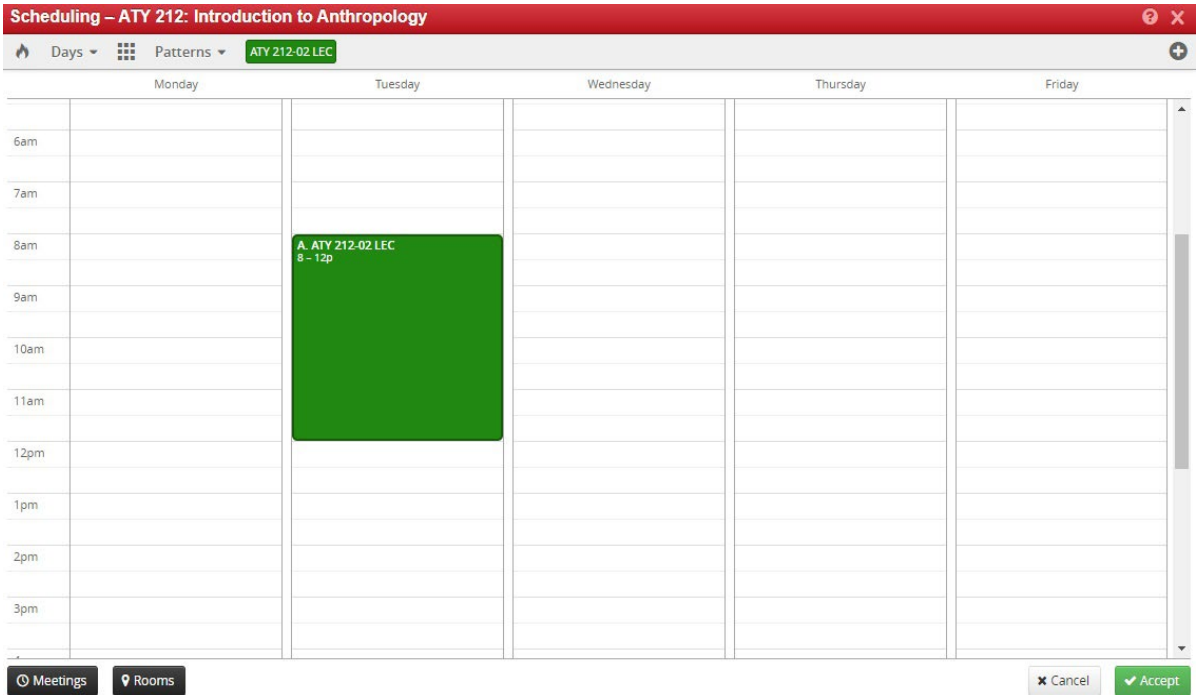
- If an adjustment is needed to the time, click one of the meeting pattern blocks and drag to the new standard meeting pattern and click into place.
- Click Accept.





- 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.



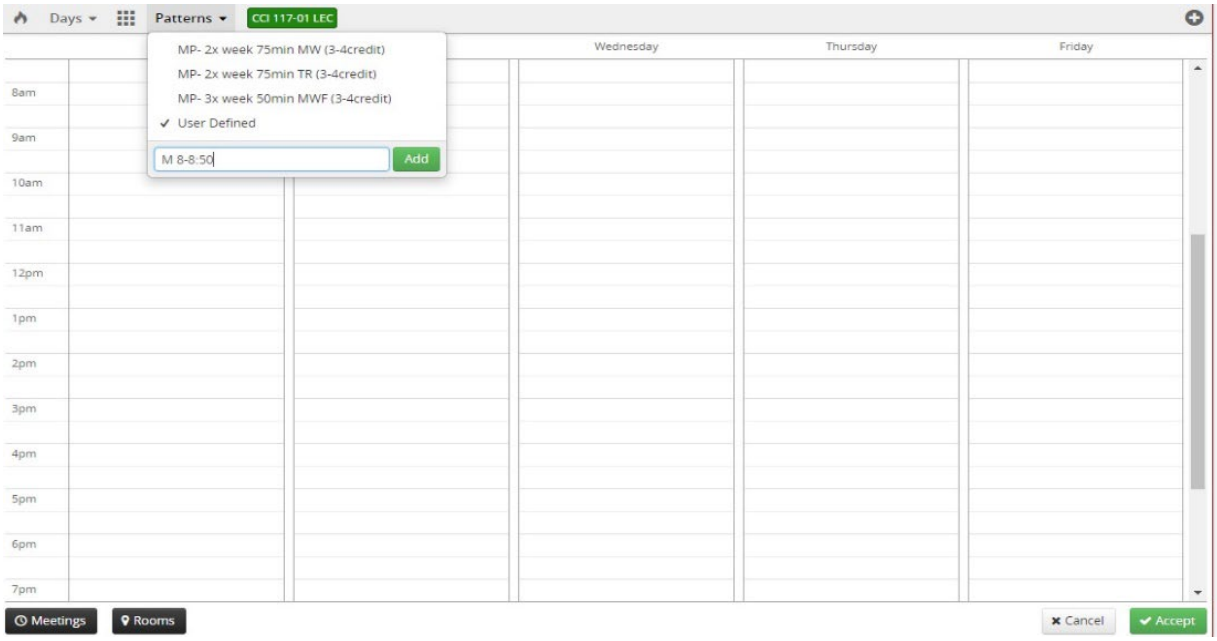


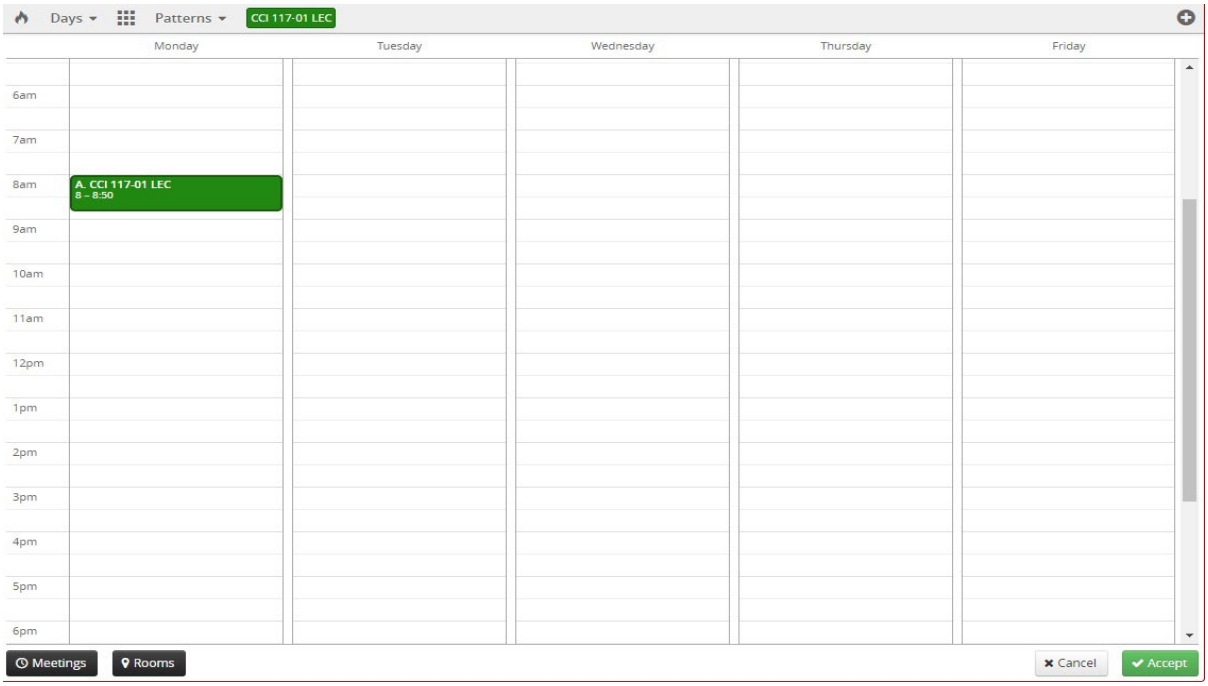
Multiple Meeting Patterns, such as hybrids, are set up by defining the first meeting pattern and then utilizing the Meetings tab at the bottom of the page to add a second or third separate meeting pattern.

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.** The online portion of HYBR cannot be listed as asynchronous.

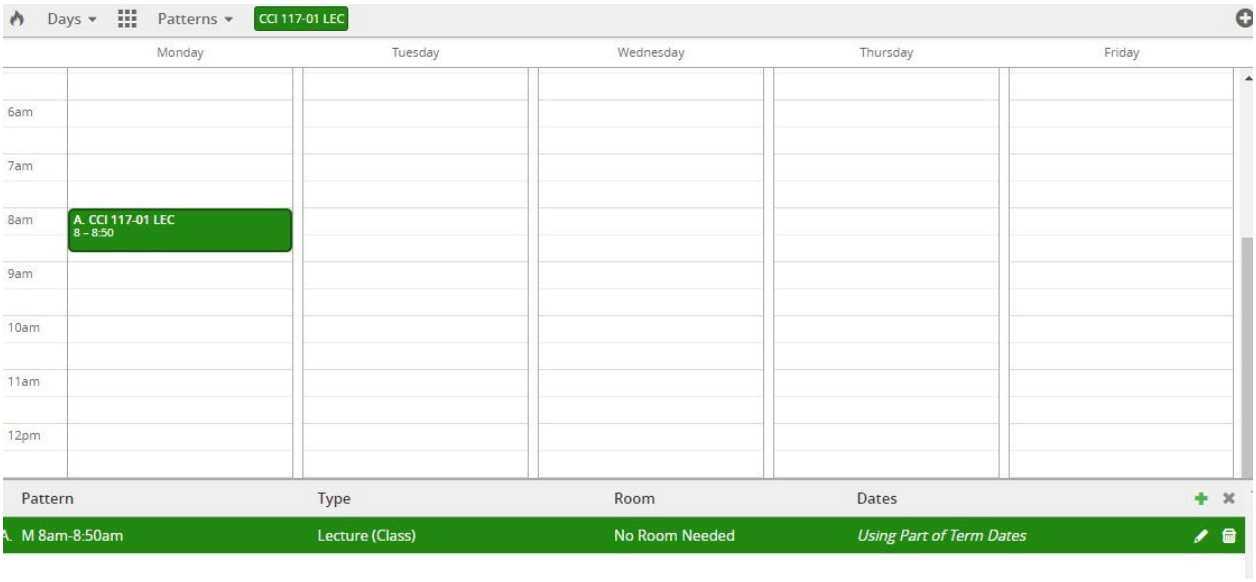
Adding second meeting pattern:

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

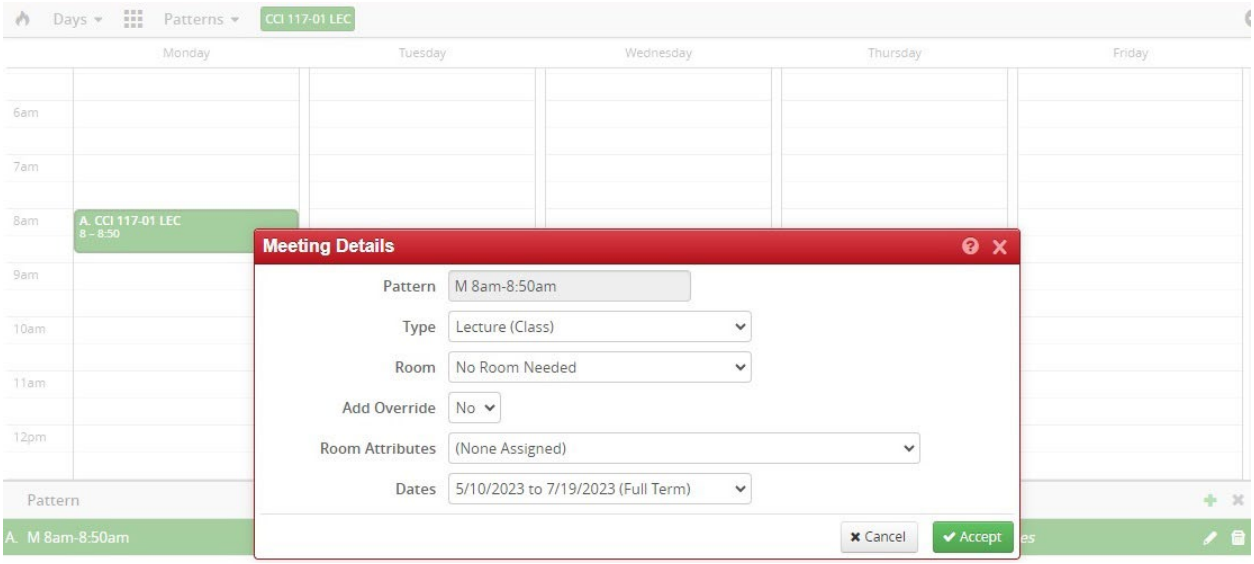




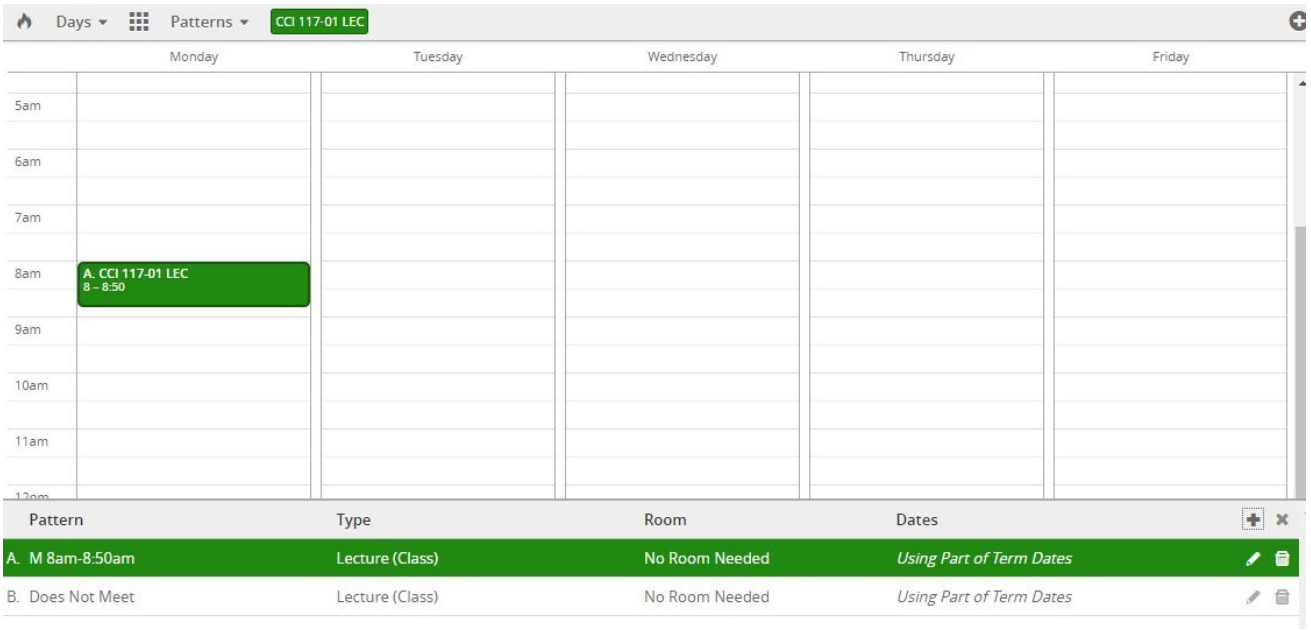
- Click Meetings at the bottom of the page. This will allow you to add more meeting patterns as needed. You will see your first meeting pattern listed.



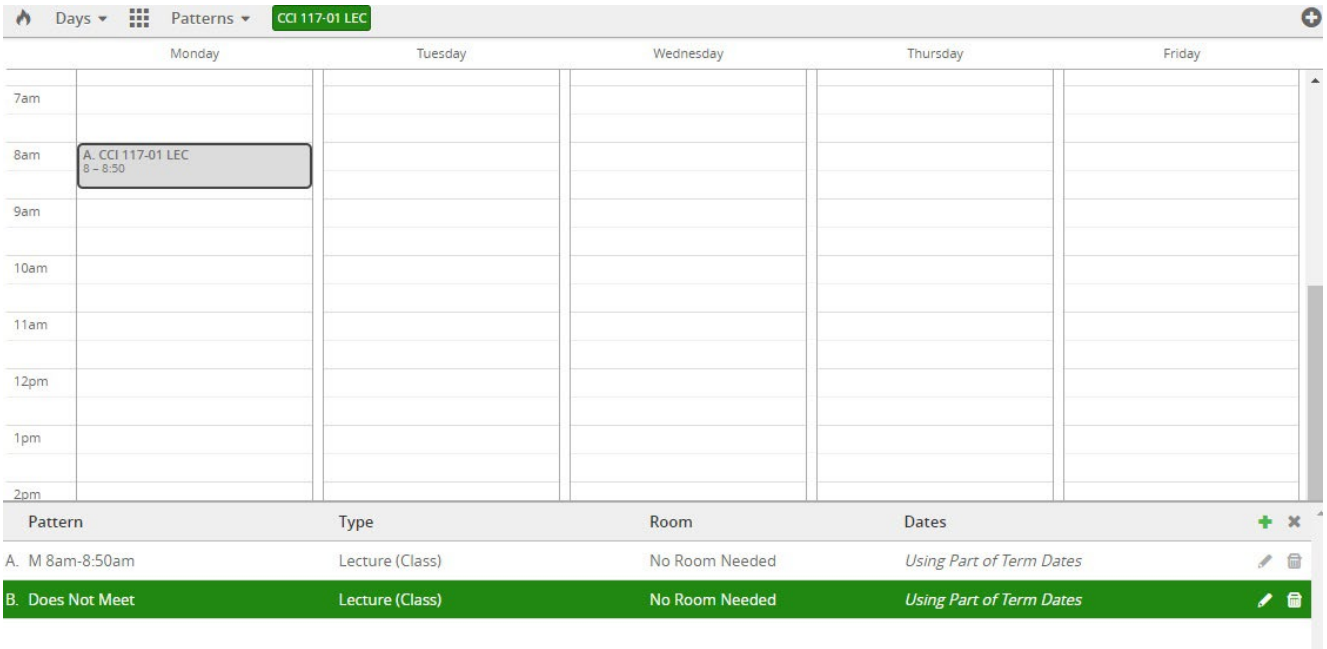
- Click green plus button to open Meeting Details.



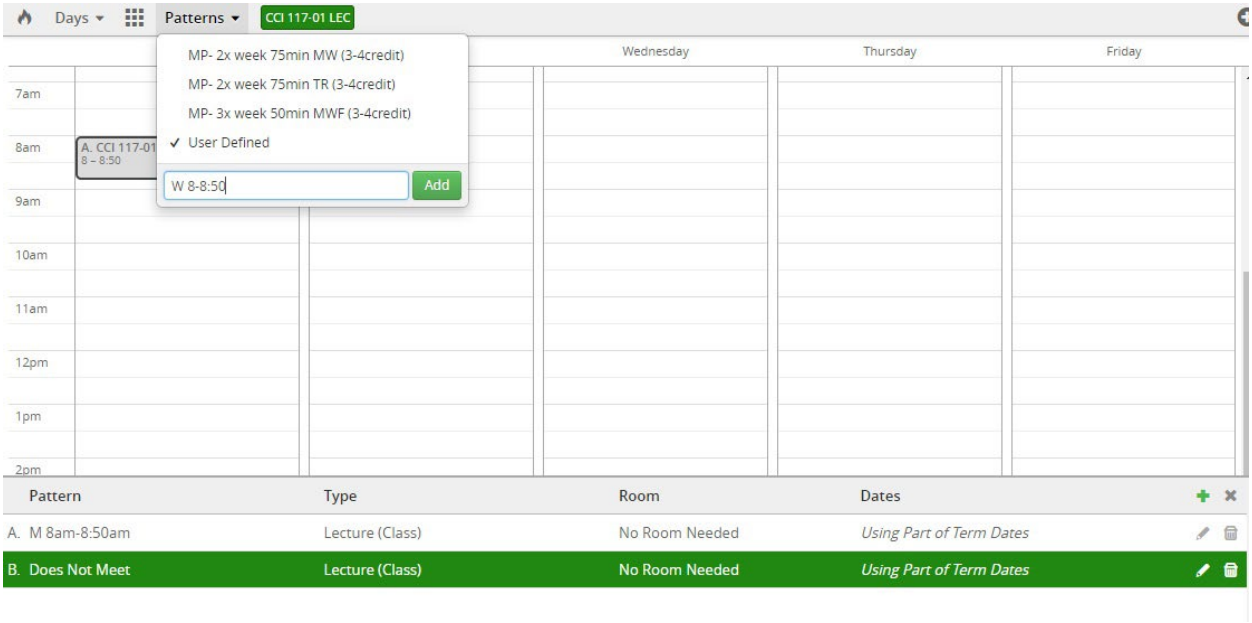
- Click Accept. This will add a second meeting pattern underneath the first.



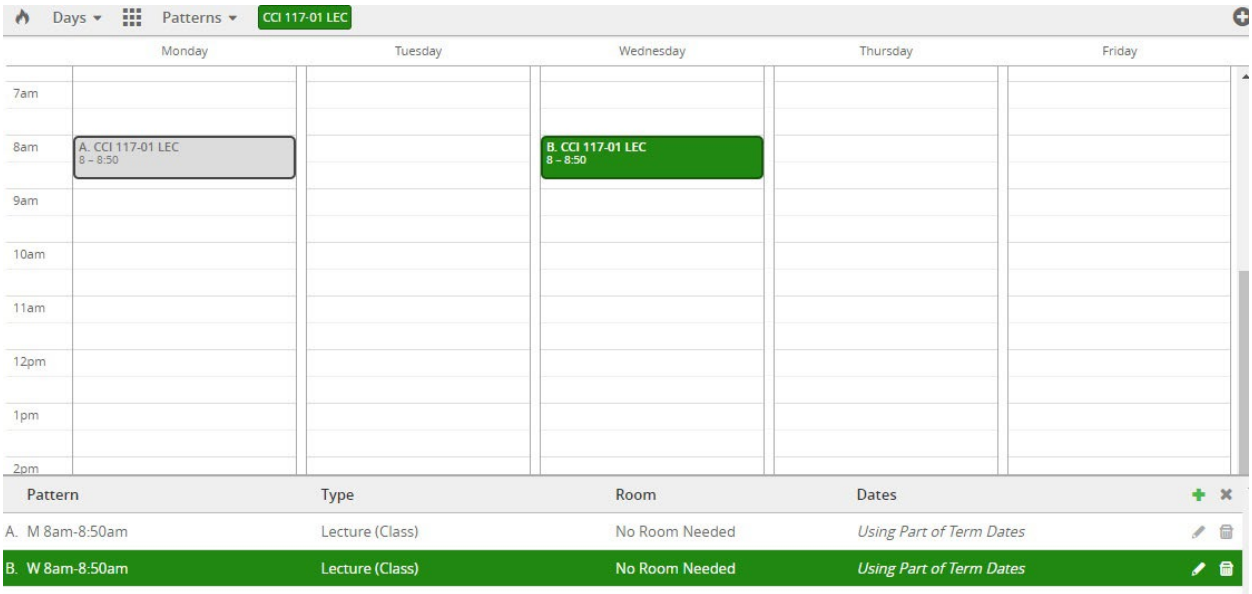
- Click on second meeting pattern to highlight in green. The first meeting pattern should be grayed out.



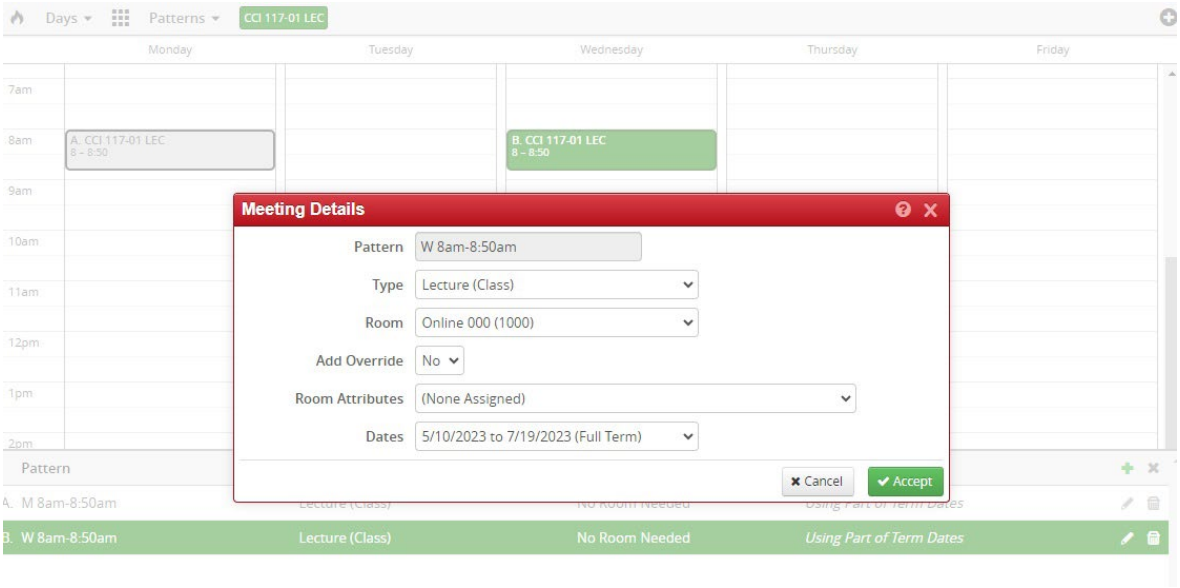
- Go back to Patterns at the top and choose User Defined from the drop down; add day/time for second meeting pattern.



- Click Add; second meeting pattern will appear.



- 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.



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)



- 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.

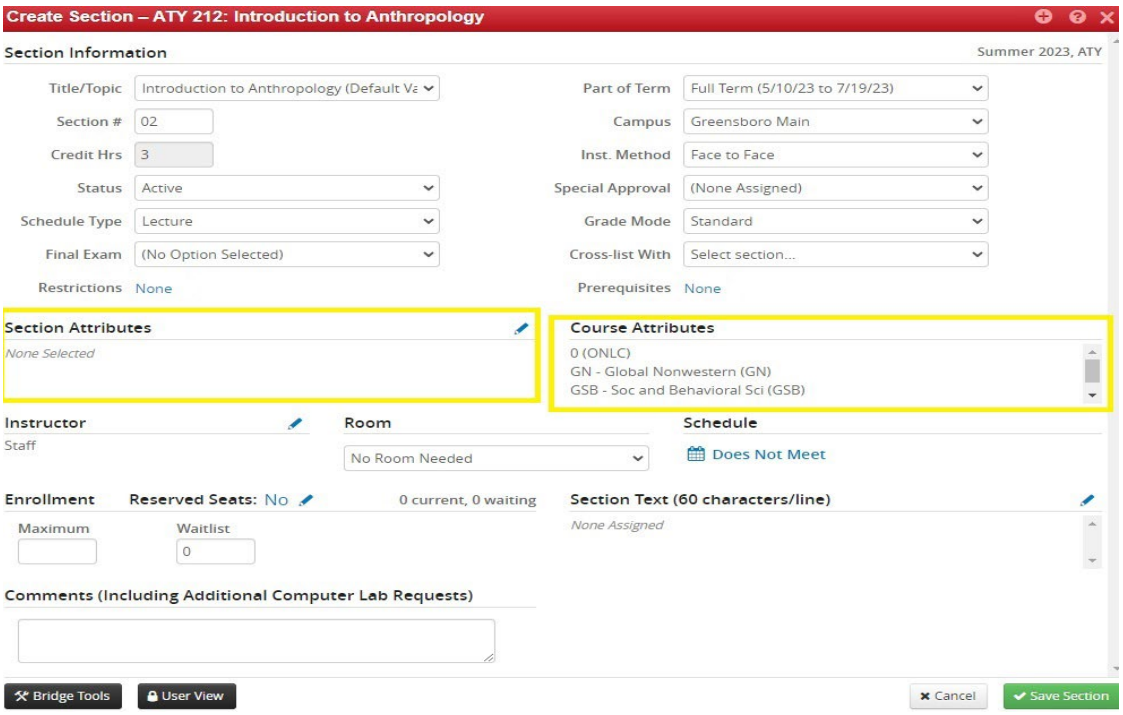
Some section attributes can be adjusted by the departments, such as WI/SI (if they are approved), 374 liability insurance required, 125 modified language courses.

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.

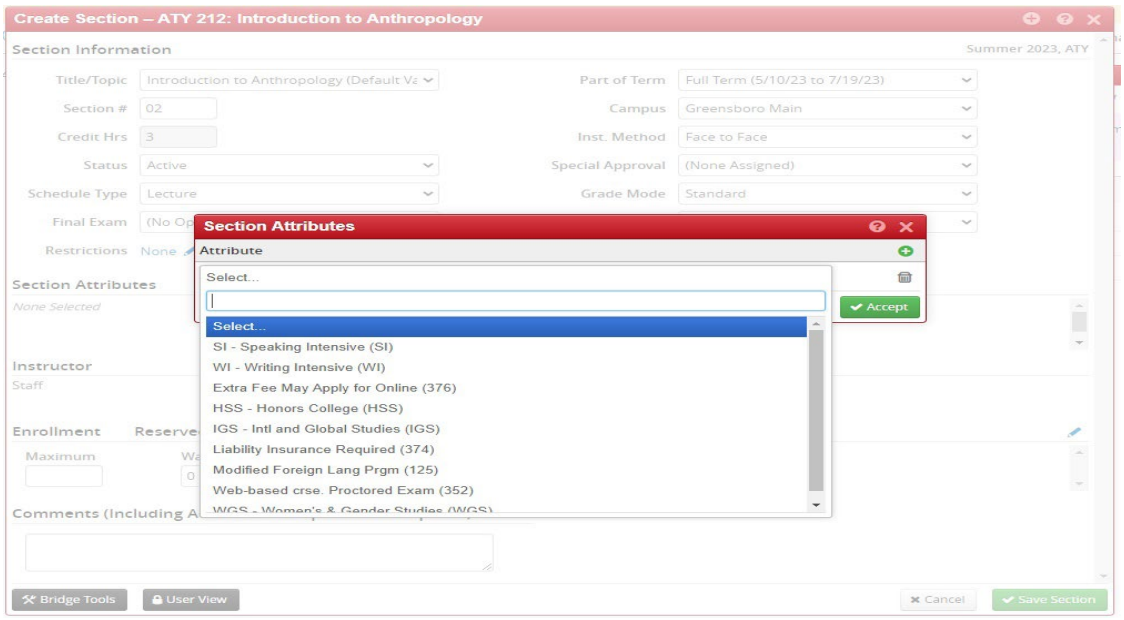
Extra Fees Notices - Any online course section that requires proctoring must carry the attribute 376 to notify students that an extra fee will apply. This notice is required by SACSCOC. This attribute should **ONLY** be applied in this circumstance.

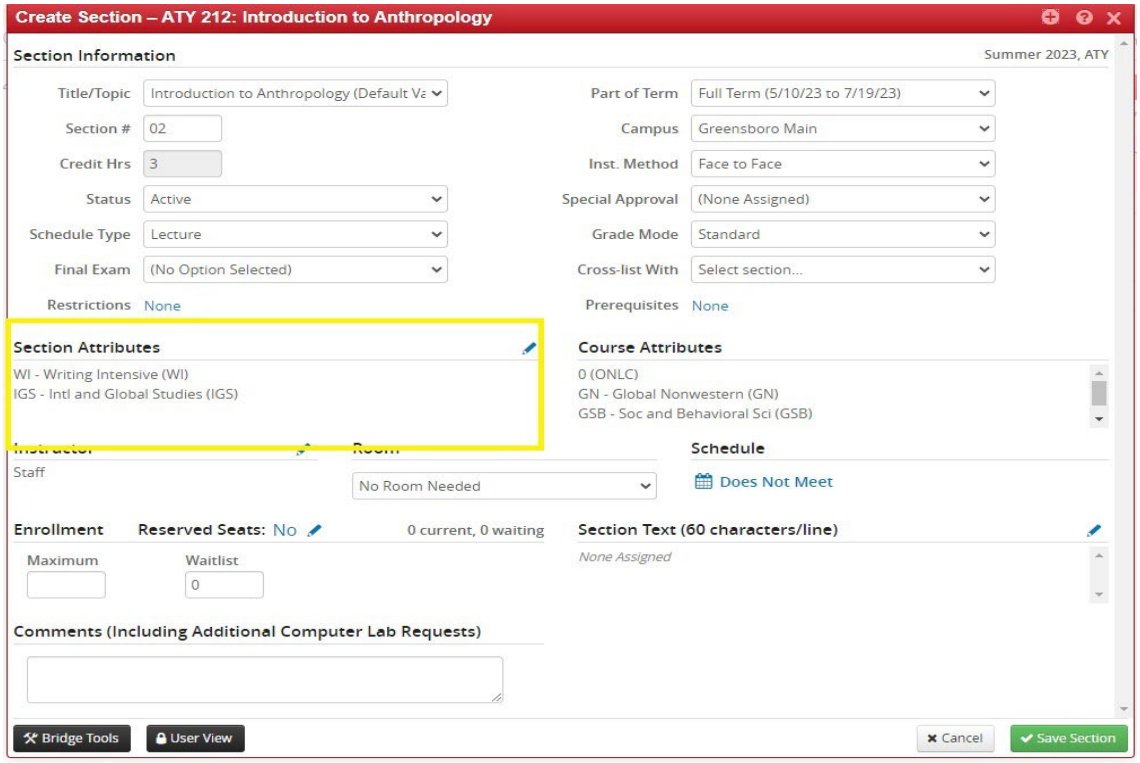
You may also need to add an attribute indicating an extra fee associated with a course/section, such as liability insurance (374), mandatory trip fee (377). If such an attribute is needed for your section, add the appropriate code in the same manner as you would add a WI or SI and save. **If your course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



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

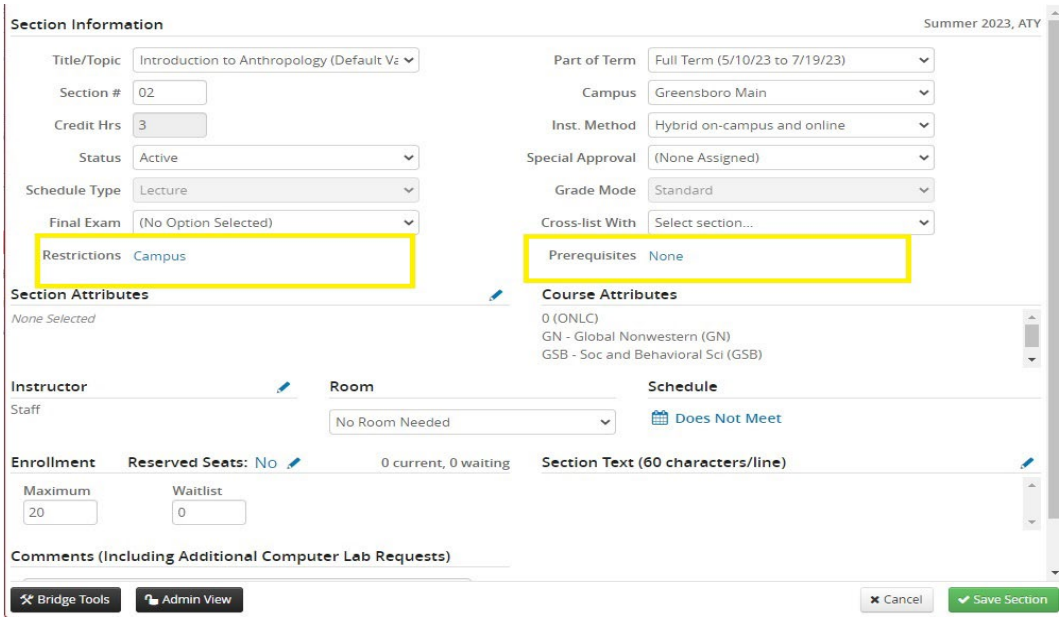




Prerequisites and Restrictions

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.

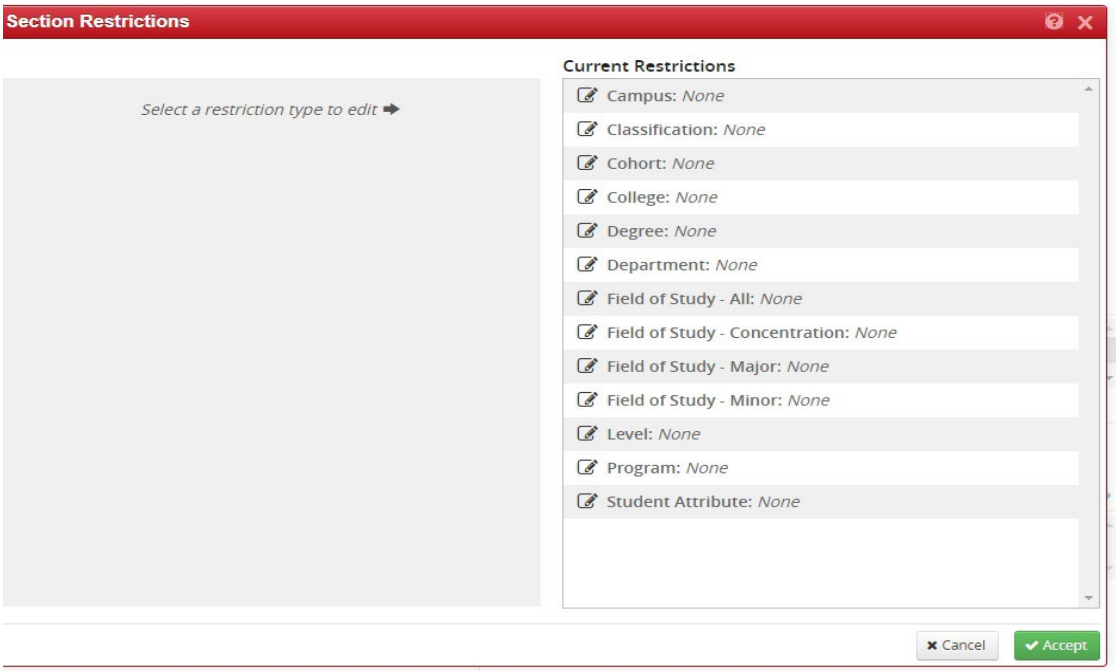
Prerequisites from the catalog level are viewable but not adjustable by departments. Please contact courses@uncg.edu with any questions.



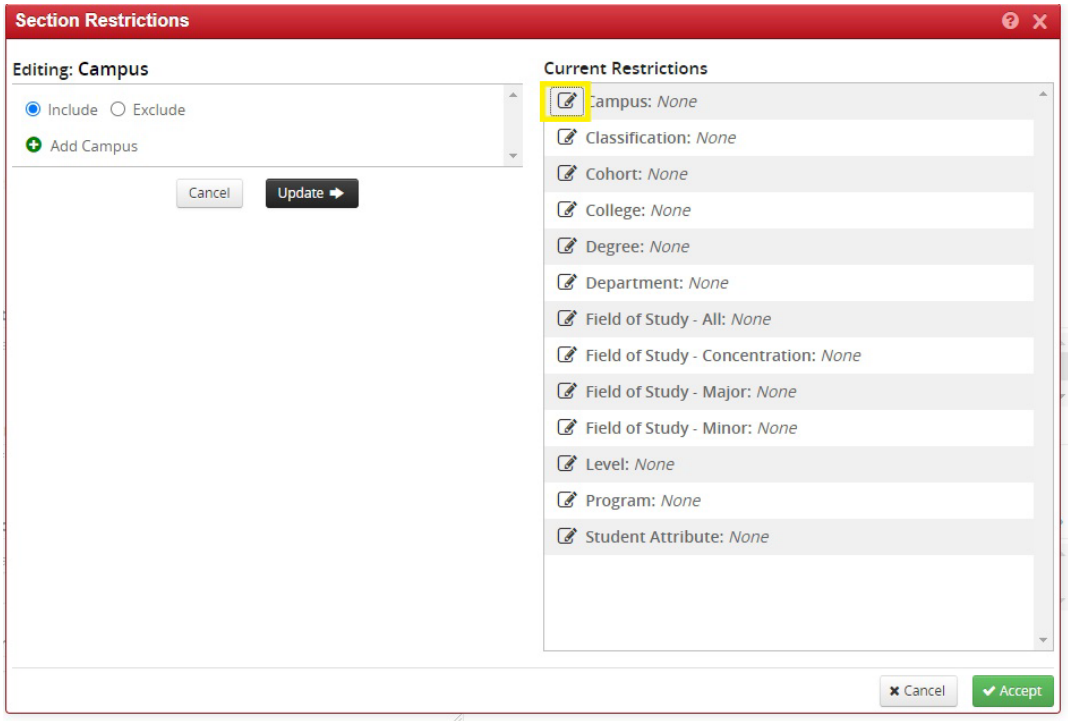
Restrictions:

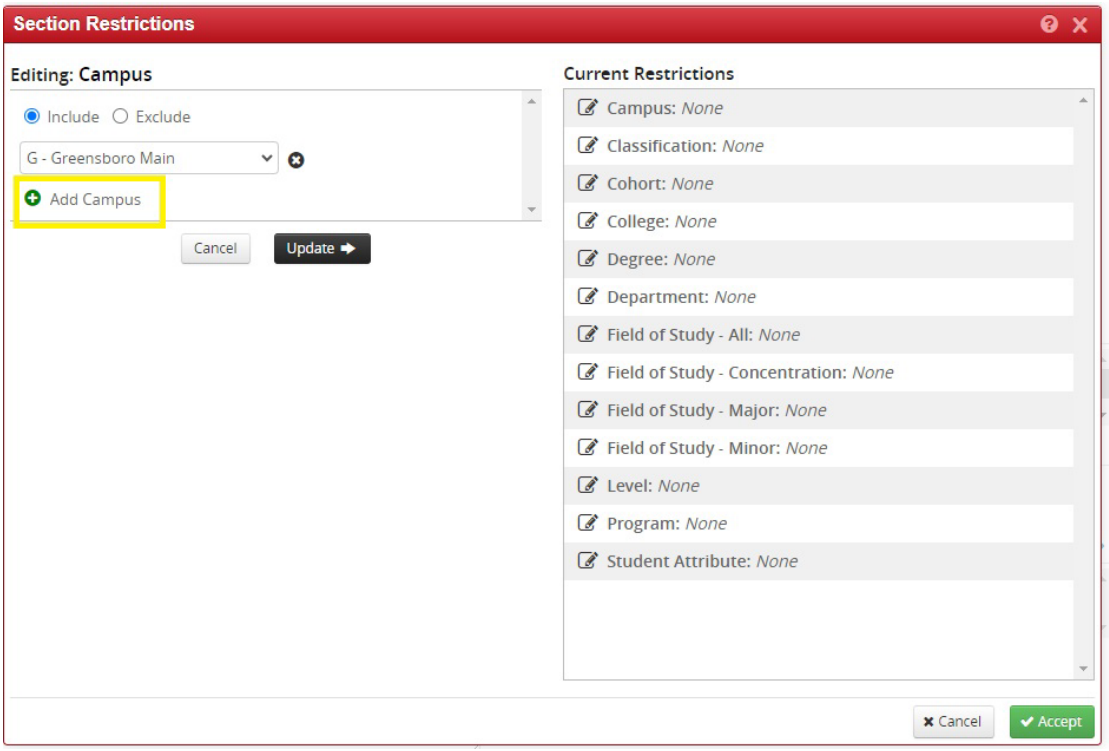
Certain restrictions can be added to the course section by departments, such as campus restriction and honors restrictions.

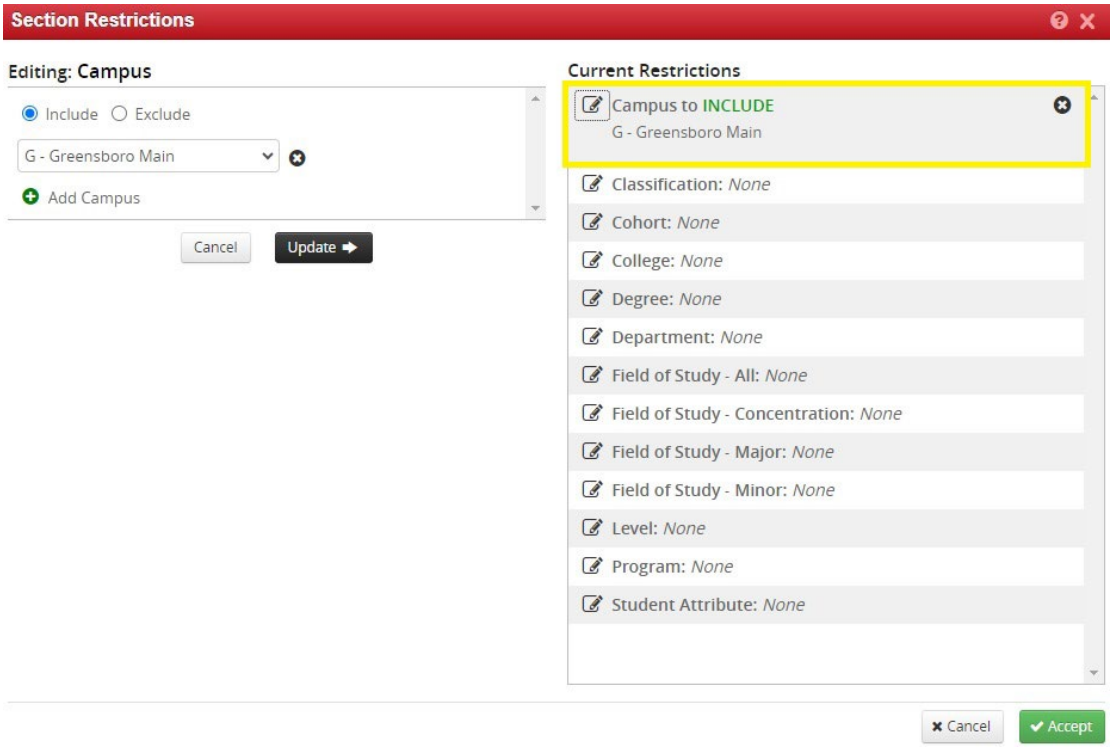
- To add a campus or honors student restriction, click the pencil icon.
- Click the box next to the restriction
- Click the green plus icon to select the restriction
- Click Update and then Accept



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

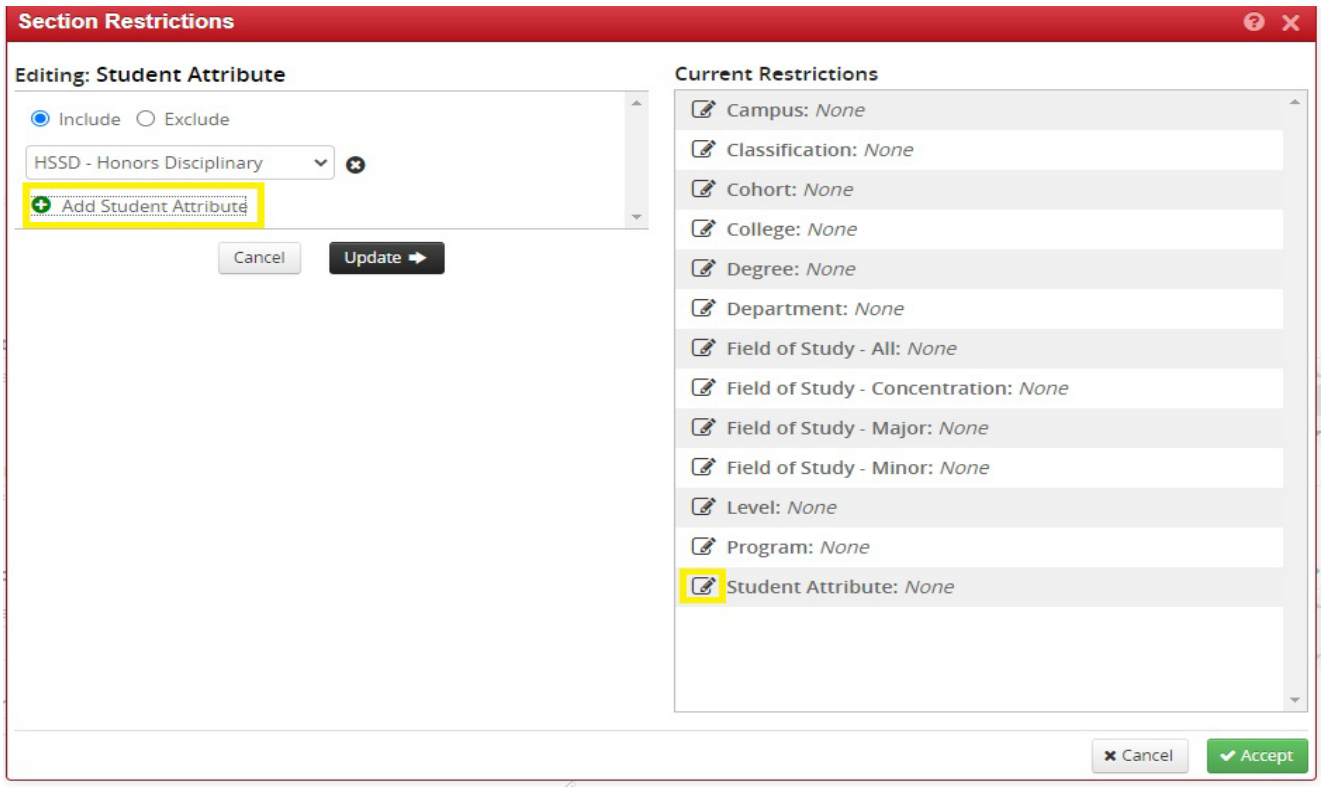


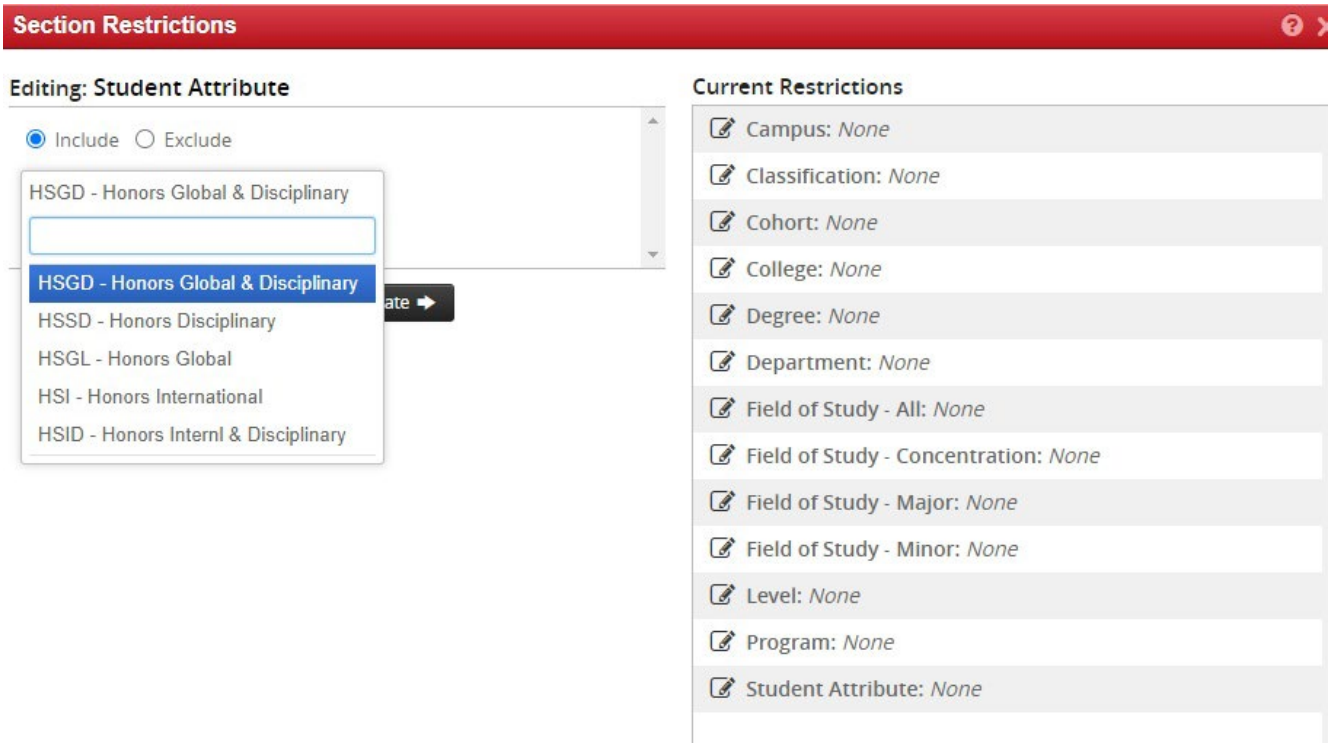

Section Restrictions
Editing: Campus
Include
Exclude
G - Greensboro Main
Add Campus
Cancel
Update
Current Restrictions
Campus: None
Classification: None
Cohort: None
College: None
Degree: None
Department: None
Field of Study - All: None
Field of Study - Concentration: None
Field of Study - Major: None
Field of Study - Minor: None
Level: None
Program: None
Student Attribute: None
Cancel
Accept

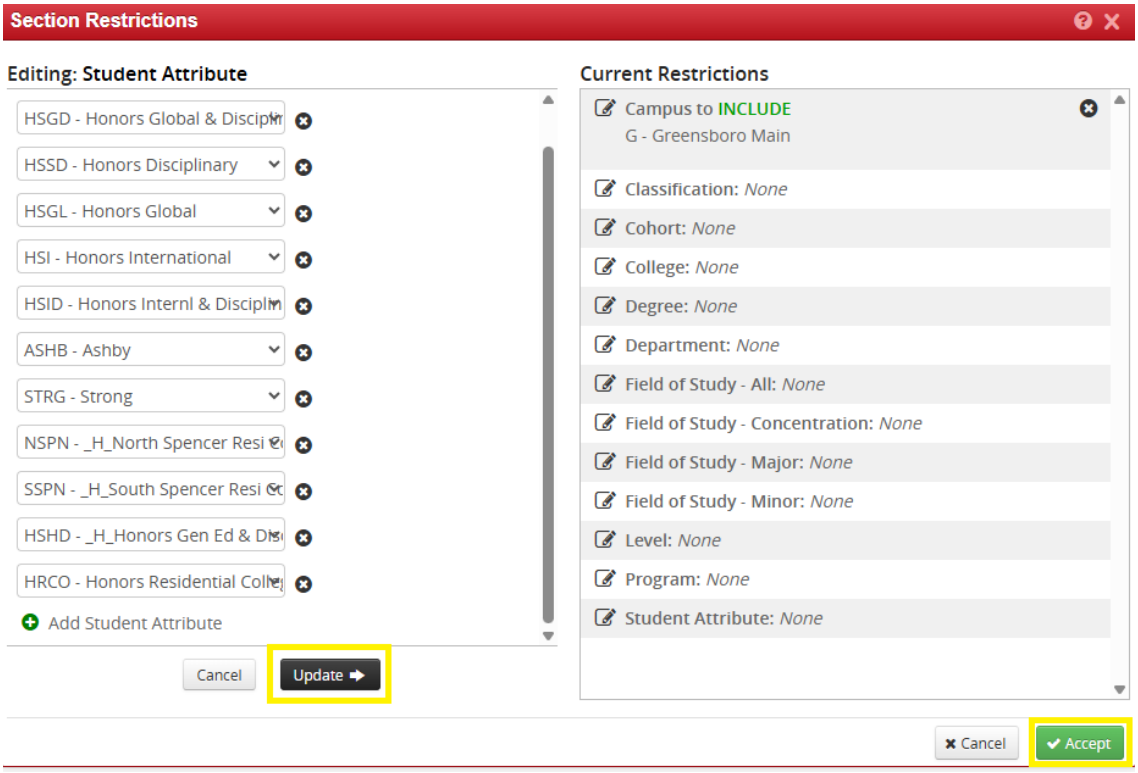

Section Restrictions
Editing: Campus
Include
Exclude
G - Greensboro Main
Add Campus
Cancel
Update
Current Restrictions
Campus to INCLUDE
G - Greensboro Main
Classification: None
Cohort: None
College: None
Degree: None
Department: None
Field of Study - All: None
Field of Study - Concentration: None
Field of Study - Major: None
Field of Study - Minor: None
Level: None
Program: None
Student Attribute: None
Cancel
Accept

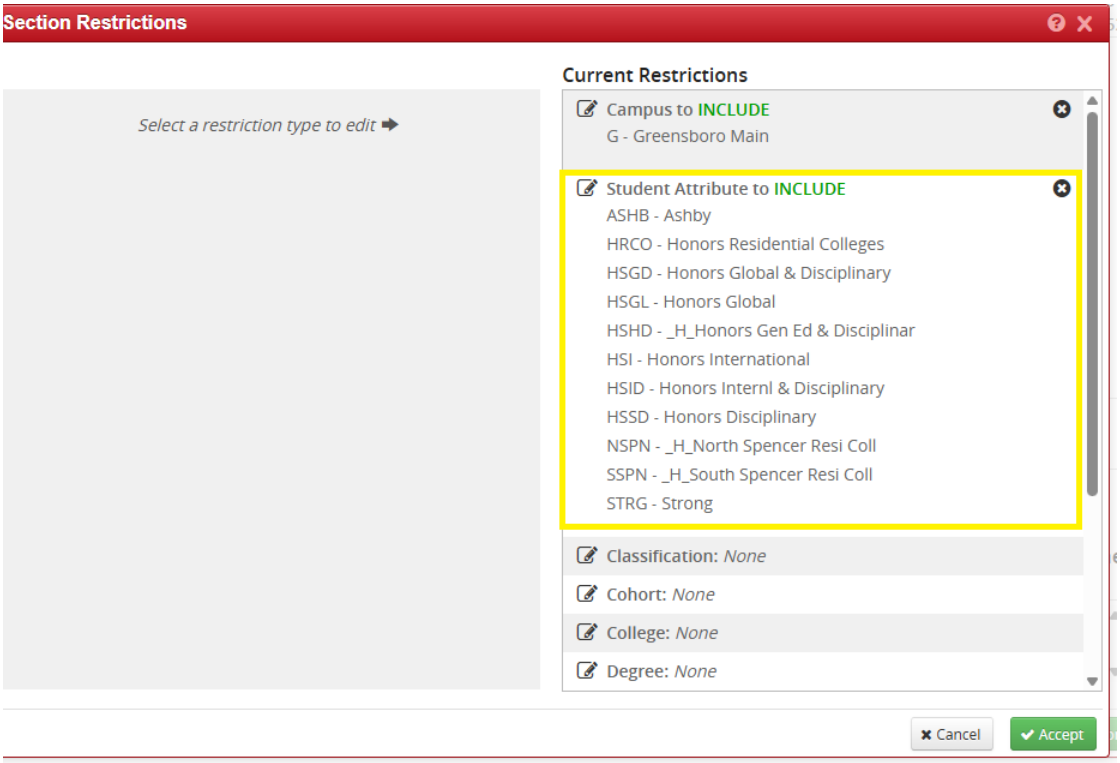
Adding Honors Restrictions to H Sections and Honors College (HSS) sections: Must be added to all HSS sections. Must be added to all H sections offered outside of the Honors College (example: 01H, 02H, 03H). **Please consult with the Honors College before creating H sections for your schedule.**

- Go to Restrictions
- Click pencil icon next to Student Attribute
- Click green plus to Add Student Attribute
- Select **all ELEVEN honors** attributes **separately** to add to the section (*note: the default is HSGD)
- Click Update then 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 Internl & Disciplinary
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
HSGD - Honors Global & Disciplin
HSSD - Honors Disciplinary
HSGL - Honors Global
HSI - Honors International
HSID - Honors Internl & Disciplin
ASHB - Ashby
STRG - Strong
NSPN - _H_North Spencer Resi
SSPN - _H_South Spencer Resi
HSHD - _H_Honors Gen Ed & Dis
HRCO - Honors Residential Colle
Add Student Attribute
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



Section Restrictions for Online Course Sections:

Departments can restrict online course sections for students in their online sections 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**. This request along with the section's CRN should be sent to courses@uncg.edu. If a course needs ONLC/online approval, please visit the Curriculum Guide site to add online delivery.

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:

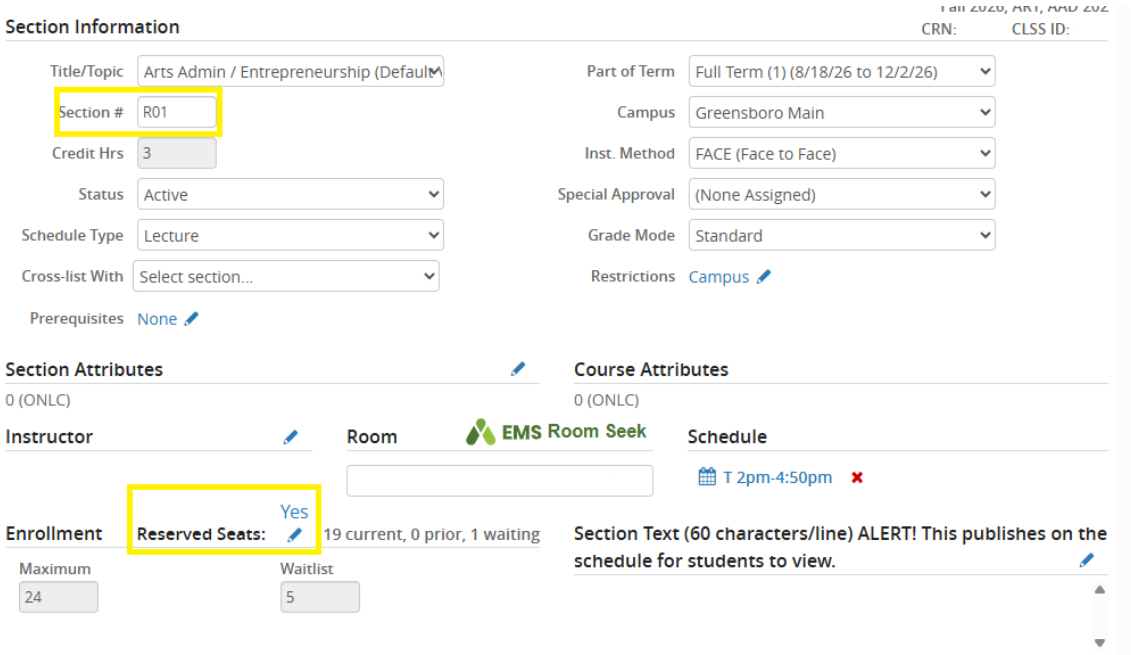
- Reserved Seating cannot be used as a course restriction or in lieu of a course restriction.
- Only 50% or less of the total seats in a section may be reserved for a special population (i.e., If the section seat max = 100 then only 50 Seats may be reserved)
- Reserved Seating may not contradict or supersede 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).

Reserved Seating Section Indicator:

As part of our ongoing efforts to improve transparency and reduce confusion during registration, departments are required to add an R to section numbers for classes that contain reserved seats of any type. For example:

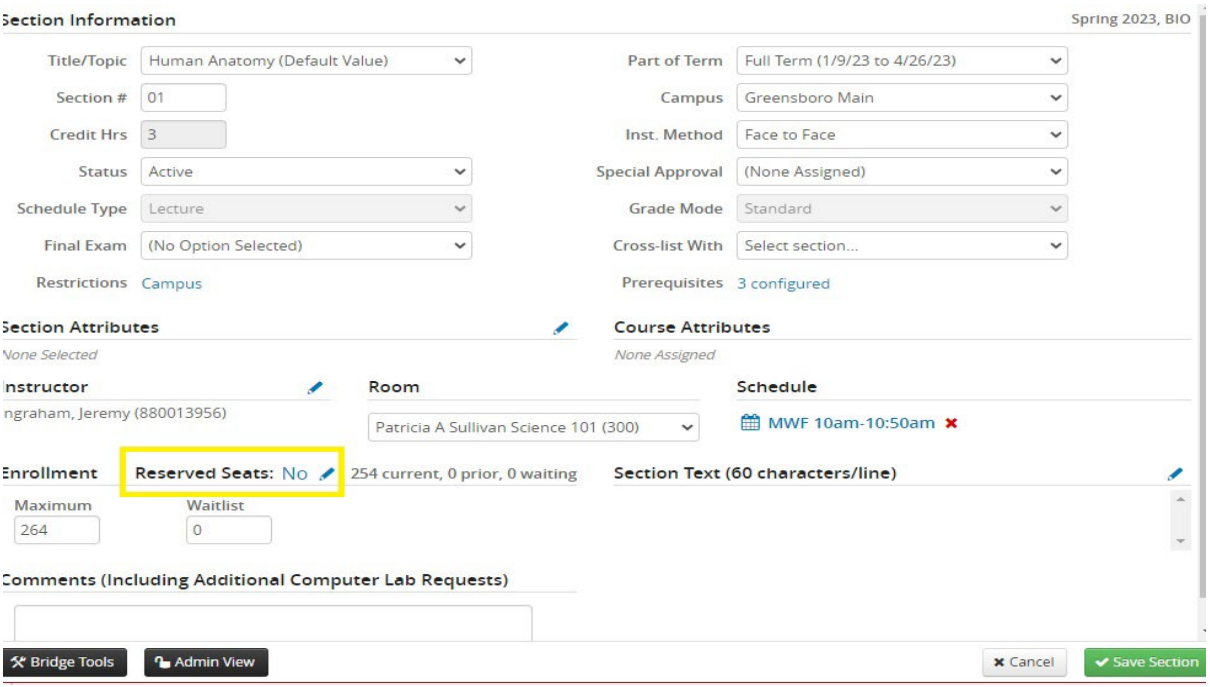
- ENG 101 Section 01: No reserved seating - open to all eligible students
- ENG 101 Section **R01**: Has reserved seating - some seats are set aside for a specific group.

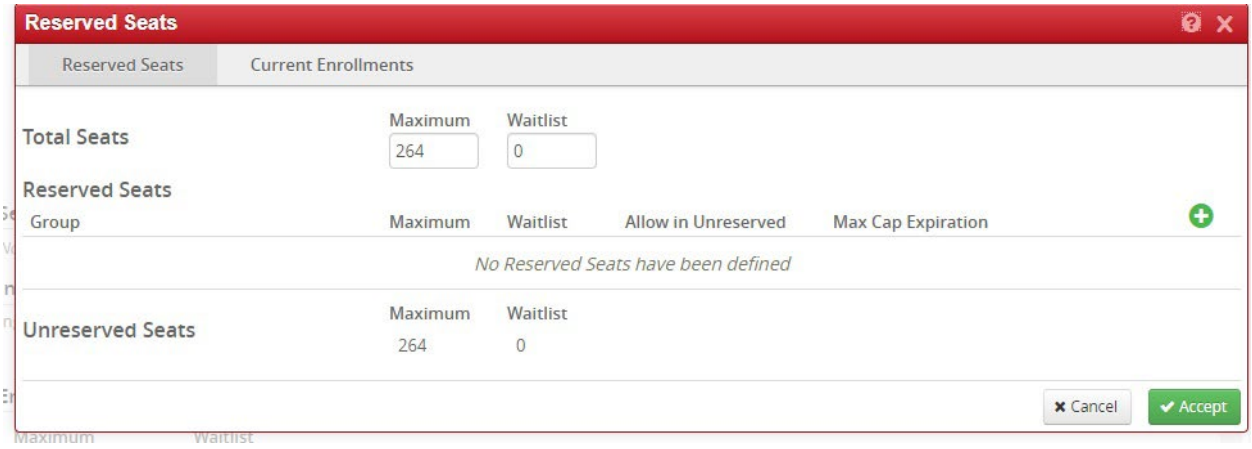
The R designation in the section number indicates that a section contains reserved seating, but it does not identify the specific reservation criteria. Students, advisors, and administrative staff should continue to review the detailed section information in UNCGenie to determine which groups are eligible for reserved seats and whether alternative sections may be more appropriate.



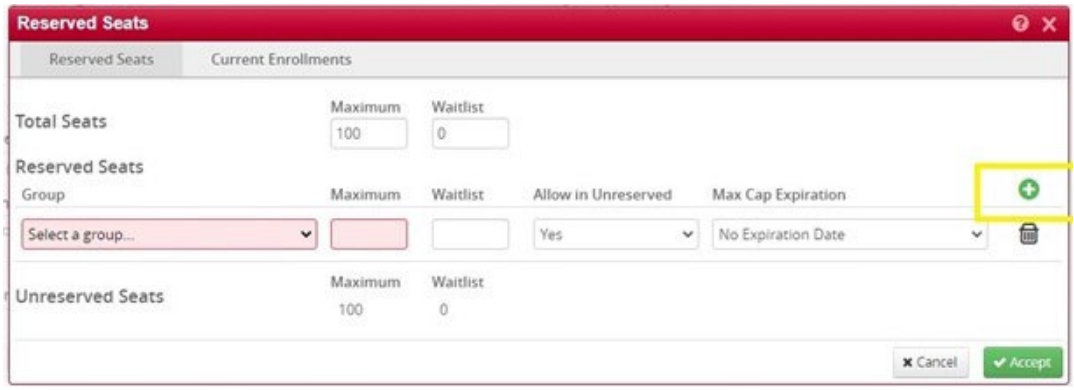
Setting Up Reserved Seats:

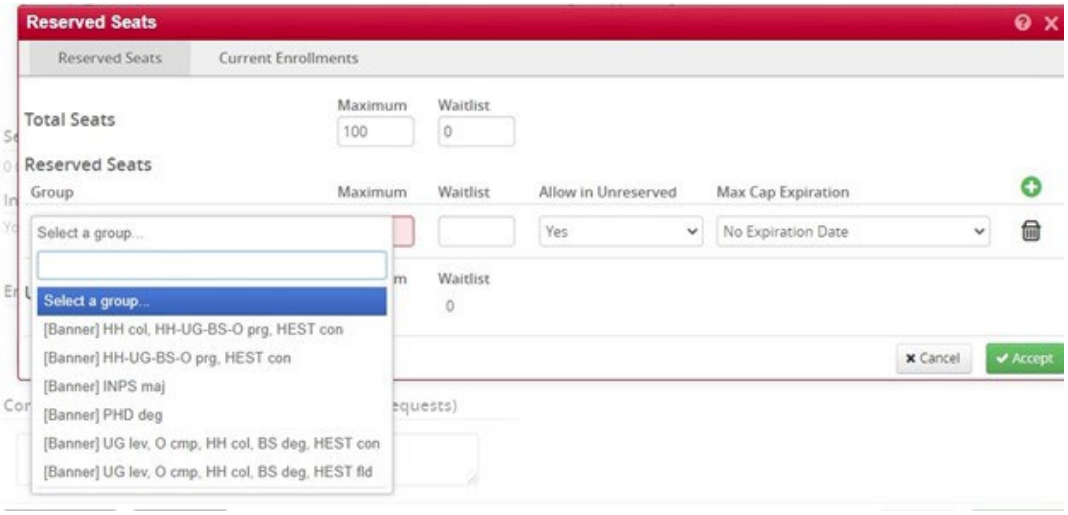
- Click pencil next to reserved seats to add or adjust seats



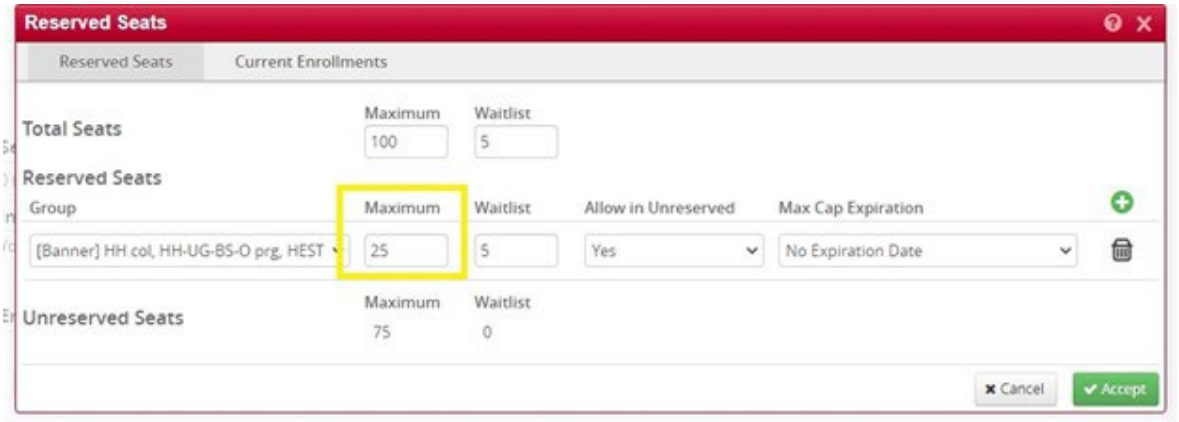


- Click green plus to add a reserved seat group
- Choose group from the drop-down list



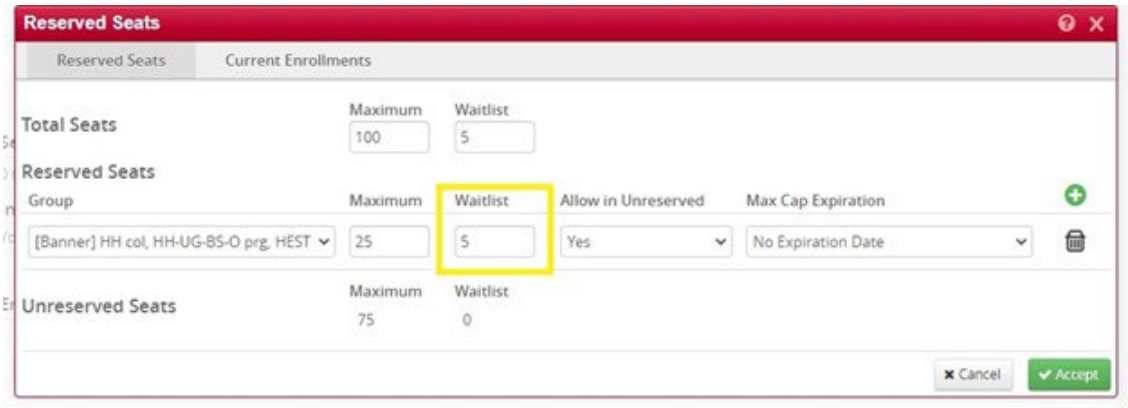


- Enter maximum for reserved seats in that group



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

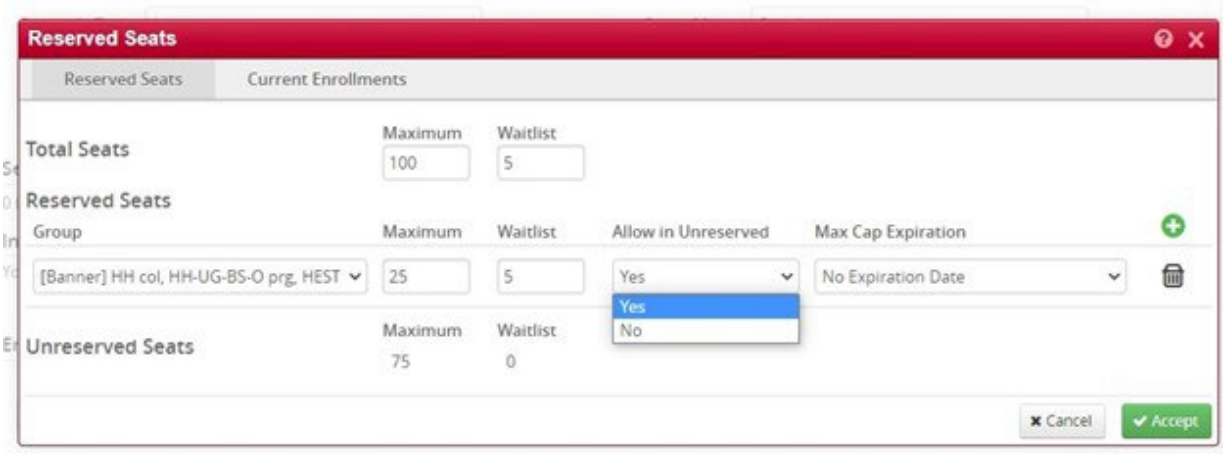
- Enter waitlist for reserved group (if needed)



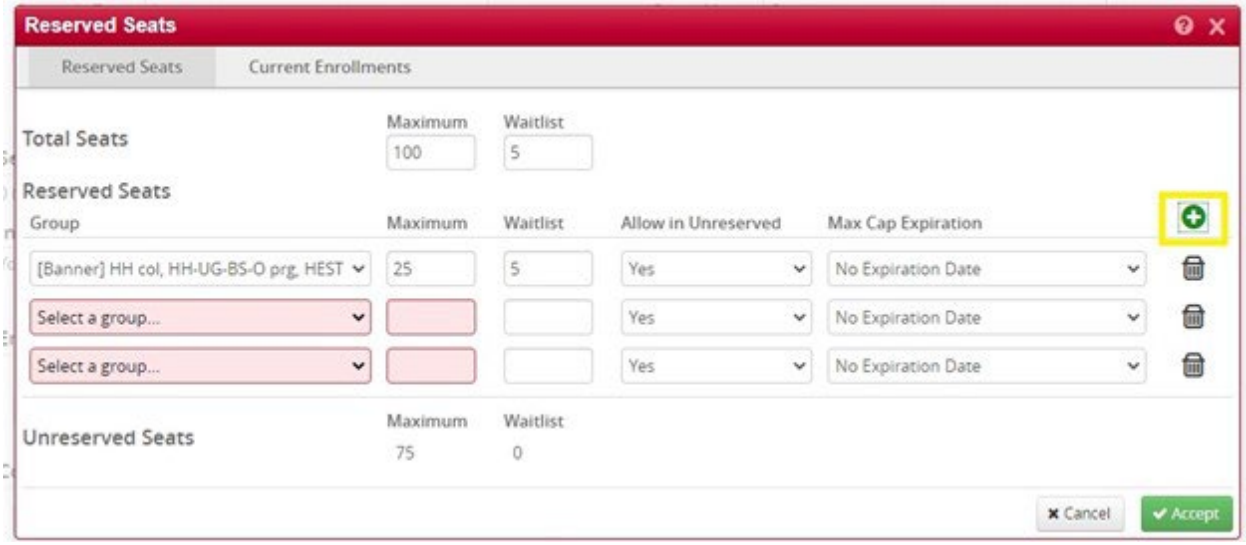
Allow in unreserved is a yes/no option (default is yes): Are the reserved seat group also allowed to be in the unreserved group too?

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.



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



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.

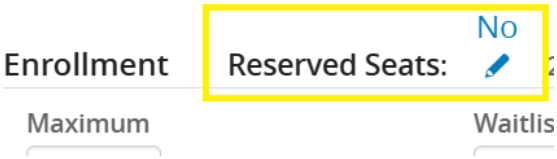
The Current Enrollment tab at top shows how many are registered in which group.

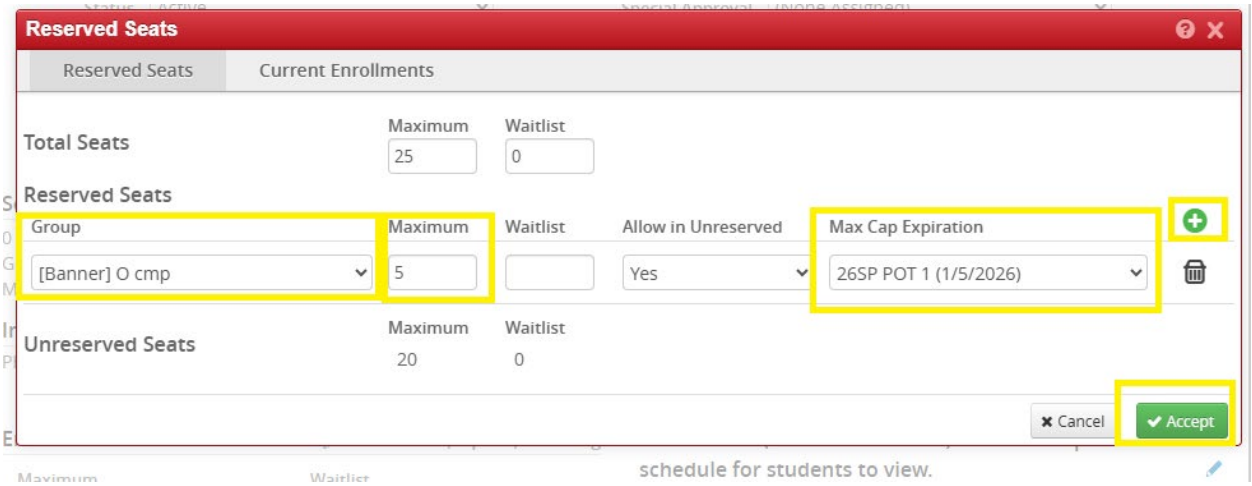


Reserved Seating for O Campus Degree MAC Courses:

O campus MAC course sections are required to reserve 20%, per the MAC committee, of the 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



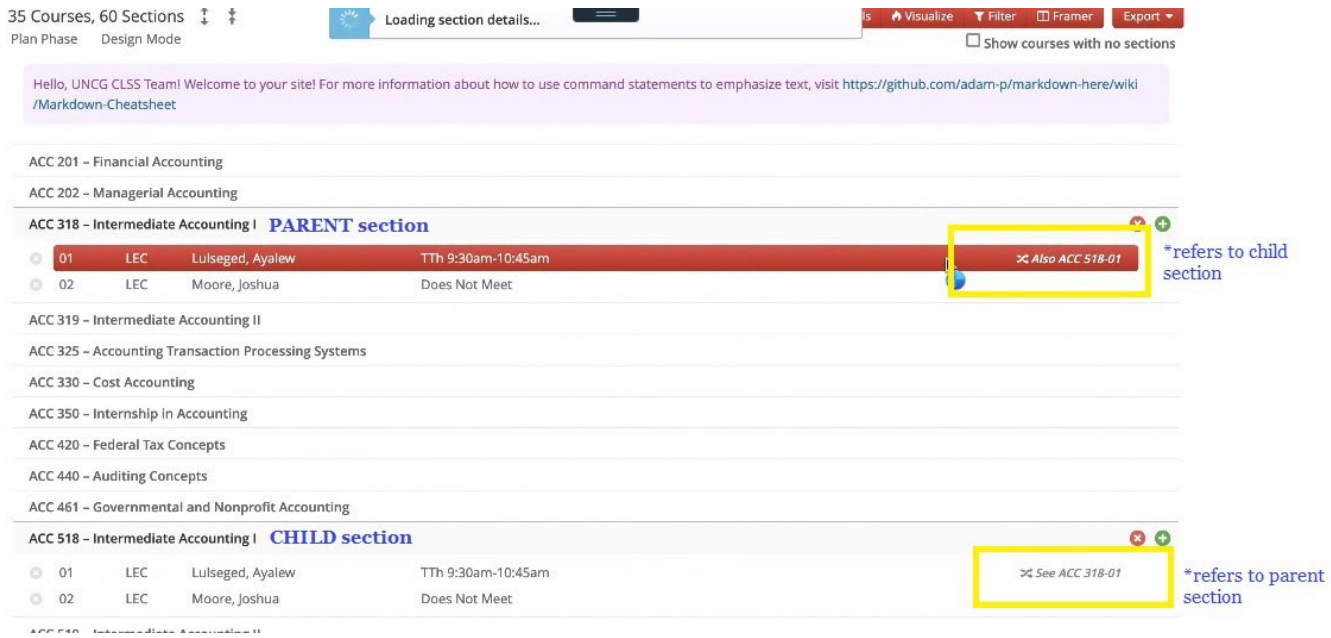


Cross-Listed Sections

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** on the Registrar's website under Course Scheduling for more information.

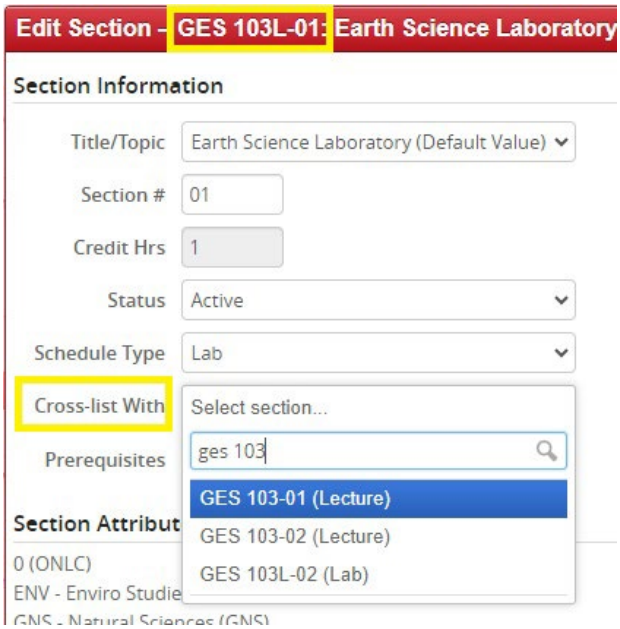
Cross listing is not to be used for the sole purpose of linking sections in Canvas. Please contact IT for any Canvas needs.

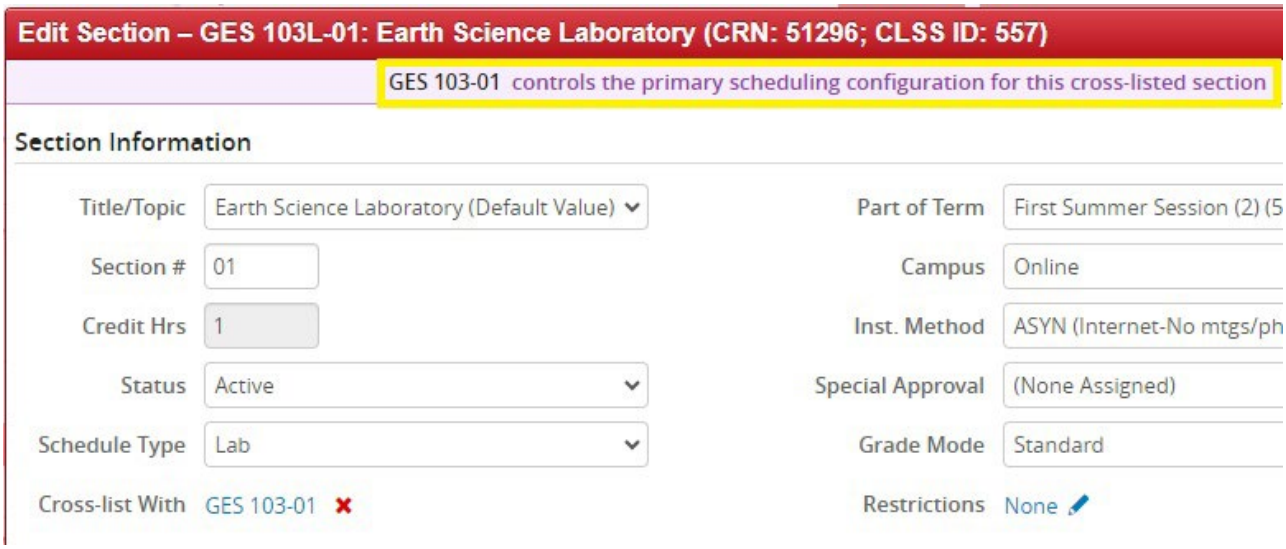
In CLSS, there is one controlling section ("parent") and one or more controlled sections ("child"). The section initiating the cross-list or link will be the "child" section – the child chooses the parent. When the parent/controlling section is changed, the controlled sections are automatically changed 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.



To Cross-List a Section:

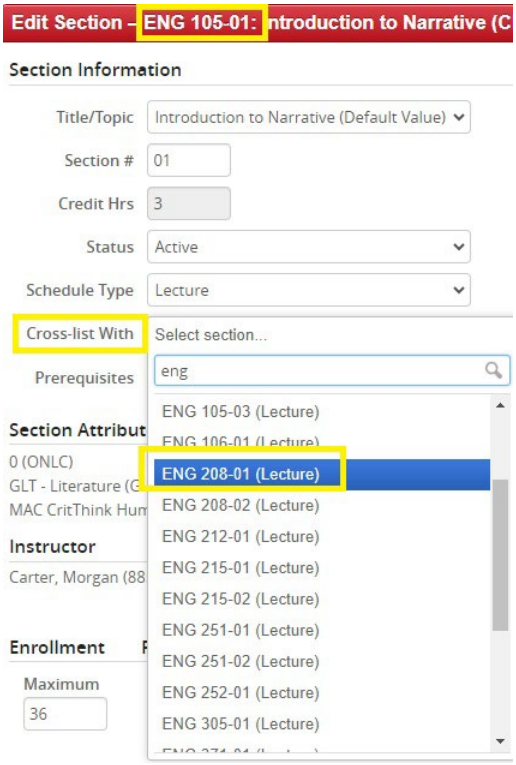
- Set up the section to be cross-listed ("child" course)
- Click the **Cross List With** drop-down box
- Type in course code to be linked (this will be the "parent" course)
- Save Section

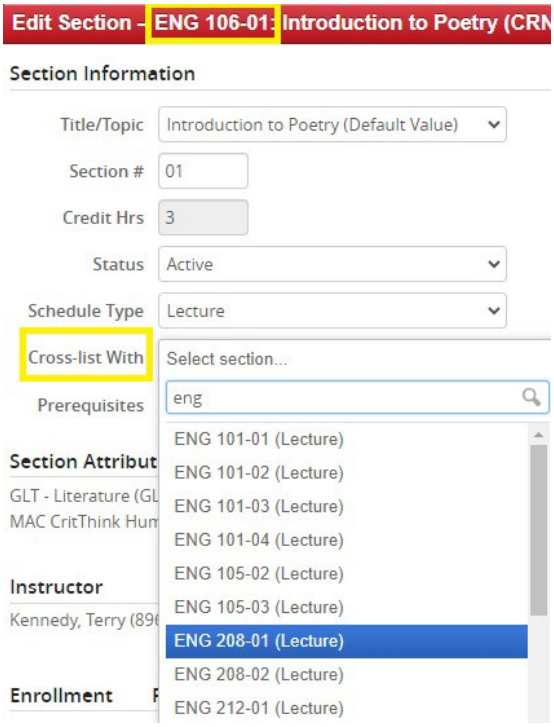


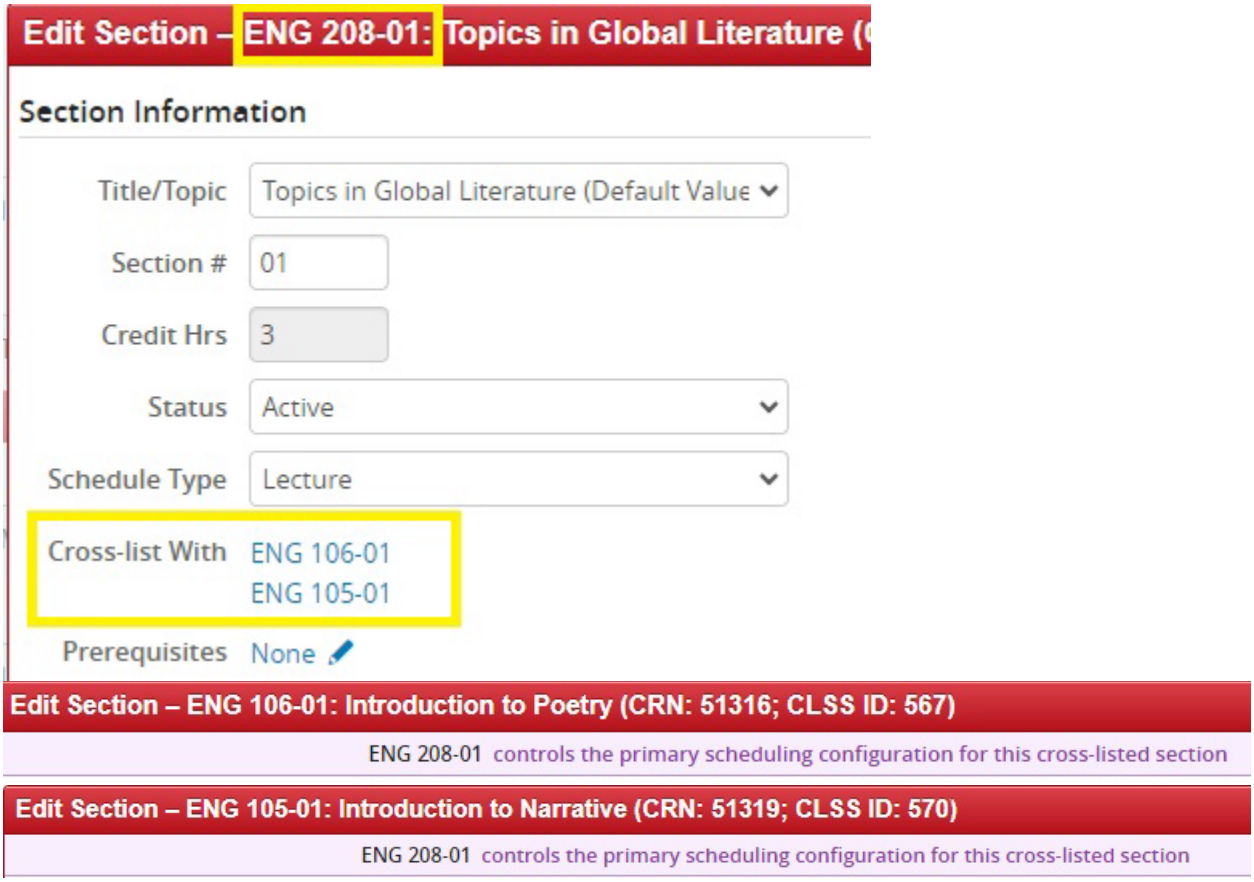


Cross-listing more than two sections:

- 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: ntroduction 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
ENG 105-03 (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)
Section Attribut
0 (ONLC)
GLT - Literature (G
MAC CritThink Hum
Instructor
Carter, Morgan (88
Enrollment
Maximum
36


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 Attribut
GLT - Literature (GL
MAC CritThink Hum
Instructor
Kennedy, Terry (89
Enrollment



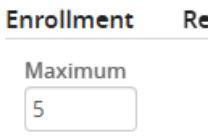
Adjusting enrollment numbers after room assignments:

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.

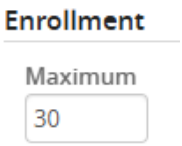
Example: Section 01 (parent) and section 02 (child) combined cross listed total is 35. Section 01 has a max enrollment of 5; section 02 has a max total of 30; the cross-listed enrollment maximum is 35. Their room assignment capacity is 35. Section 02 needs an increase to 40, which increases the cross-listed 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.

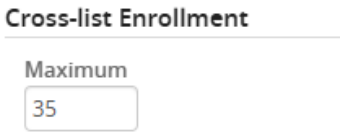
Section 01 (parent)



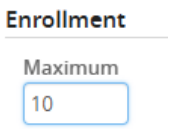
Section 02 (child)



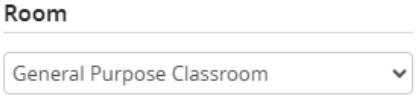
Cross List Enrollment Maximum (combined total of both linked sections)



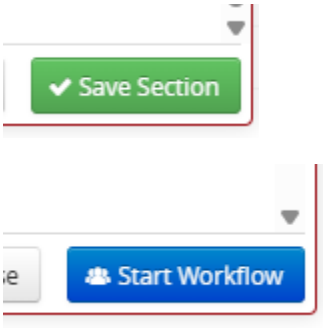
Section 01 (parent) raises enrollment by 5



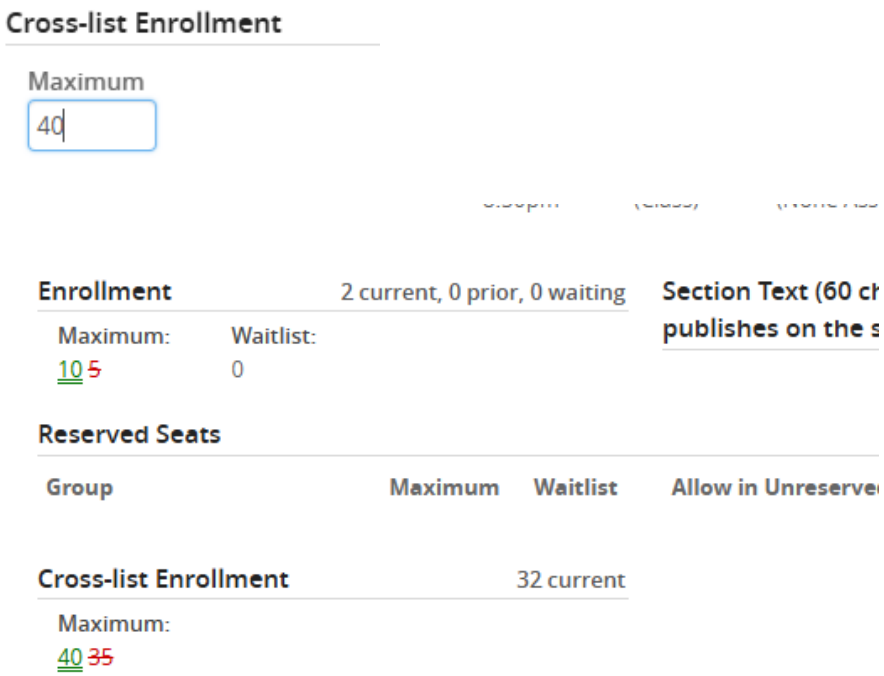
Section 01 (parent) chooses new room (**if needed**) to accommodate capacity



Section 01 (parent) saves section and starts workflow



New combined cross list maximum total for linked sections



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



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.

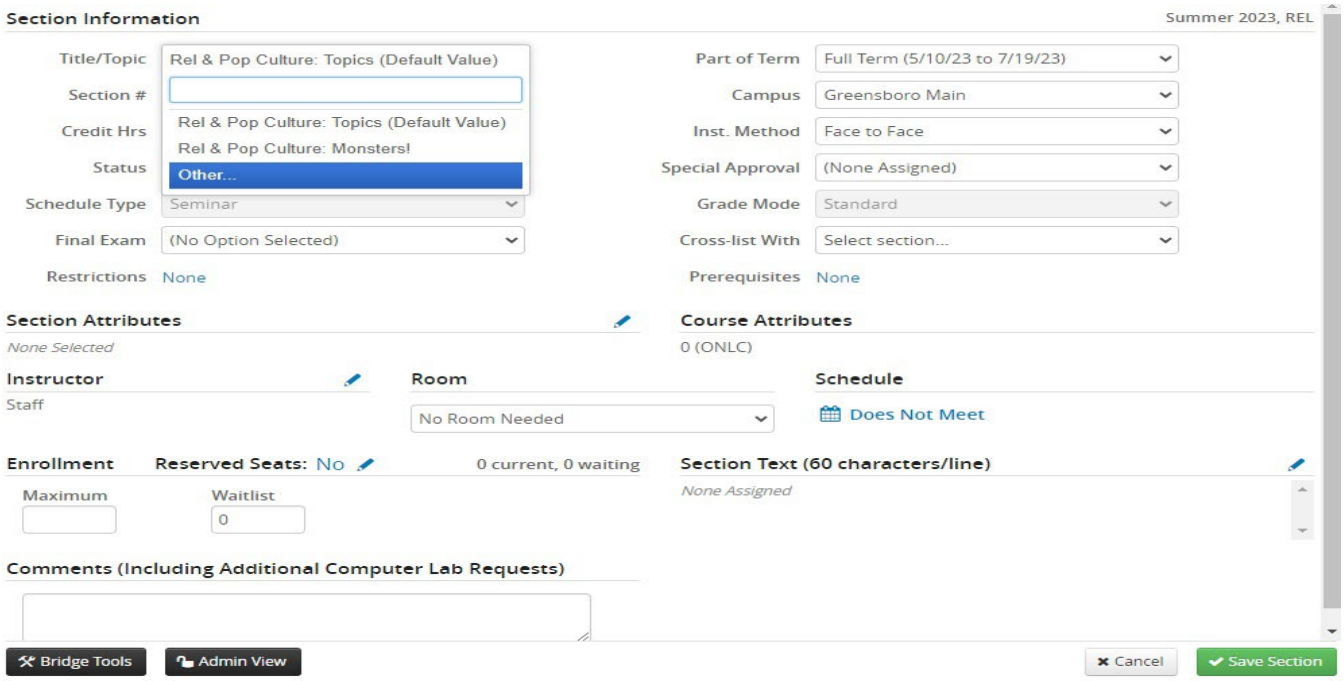
Fixed hours: unchangeable

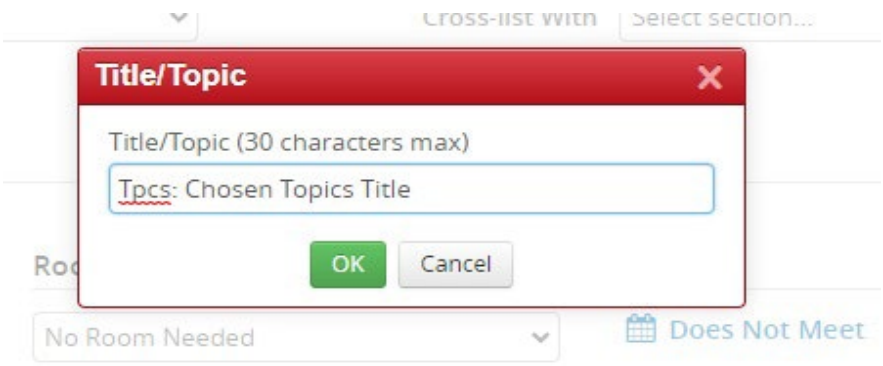


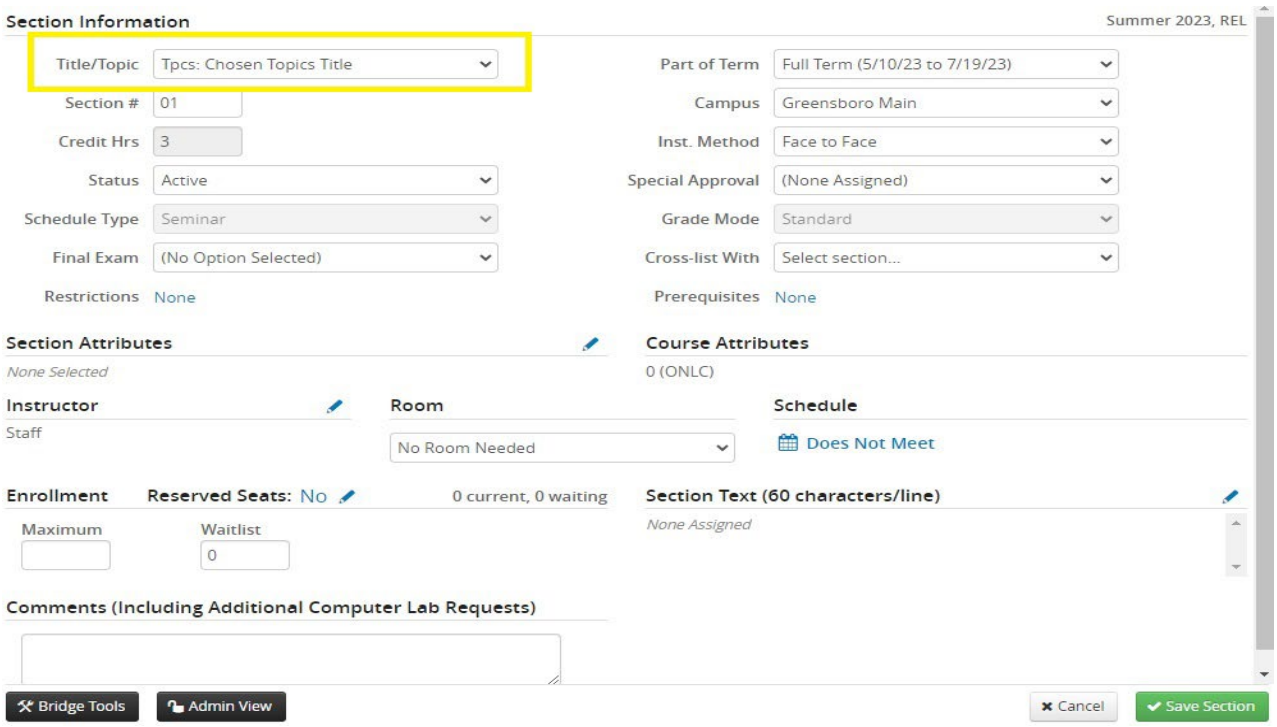
Topics and Special Topics Course Titles:

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)
Section #
Credit Hrs
Status
Schedule Type
Seminar
Final Exam
(No Option Selected)
Restrictions
None
Rel & Pop Culture: Topics (Default Value)
Rel & Pop Culture: Monsters!
Other...
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
None Selected
Course Attributes
0 (ONLC)
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
Admin View
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



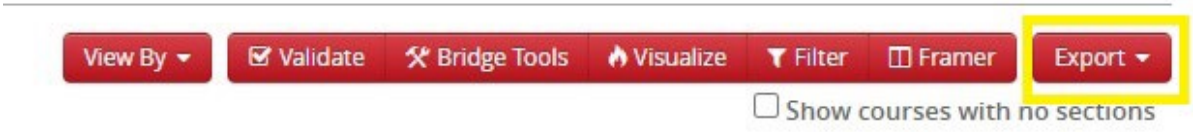
Export, Validation, and Workflow

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.

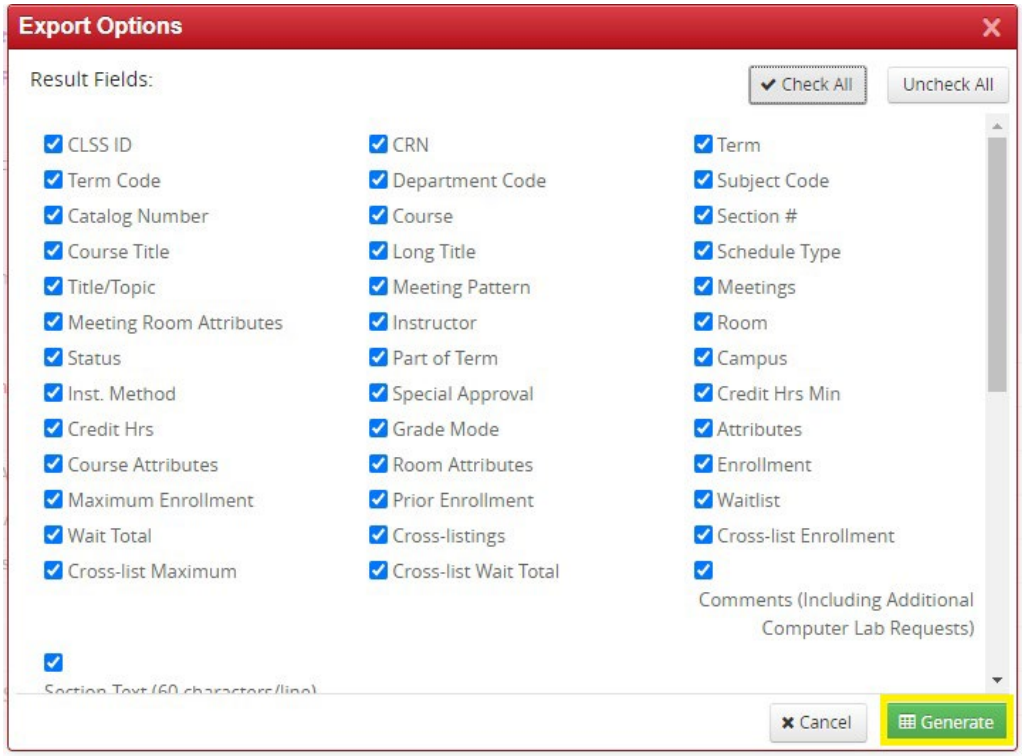
CLSS has an **export** feature to download your schedule in either Excel or a PDF file.

- 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.



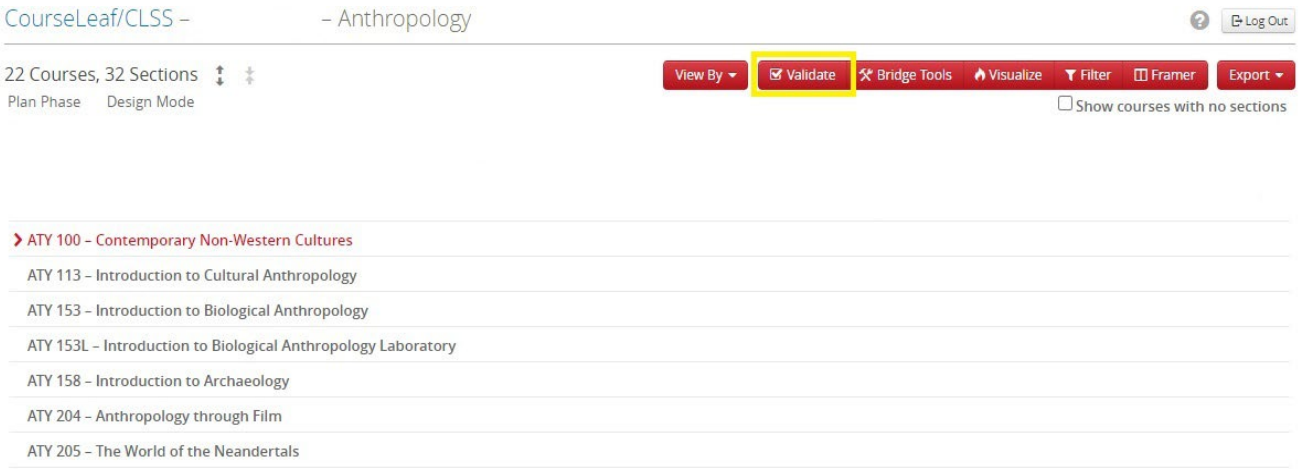


Generate Excel File:

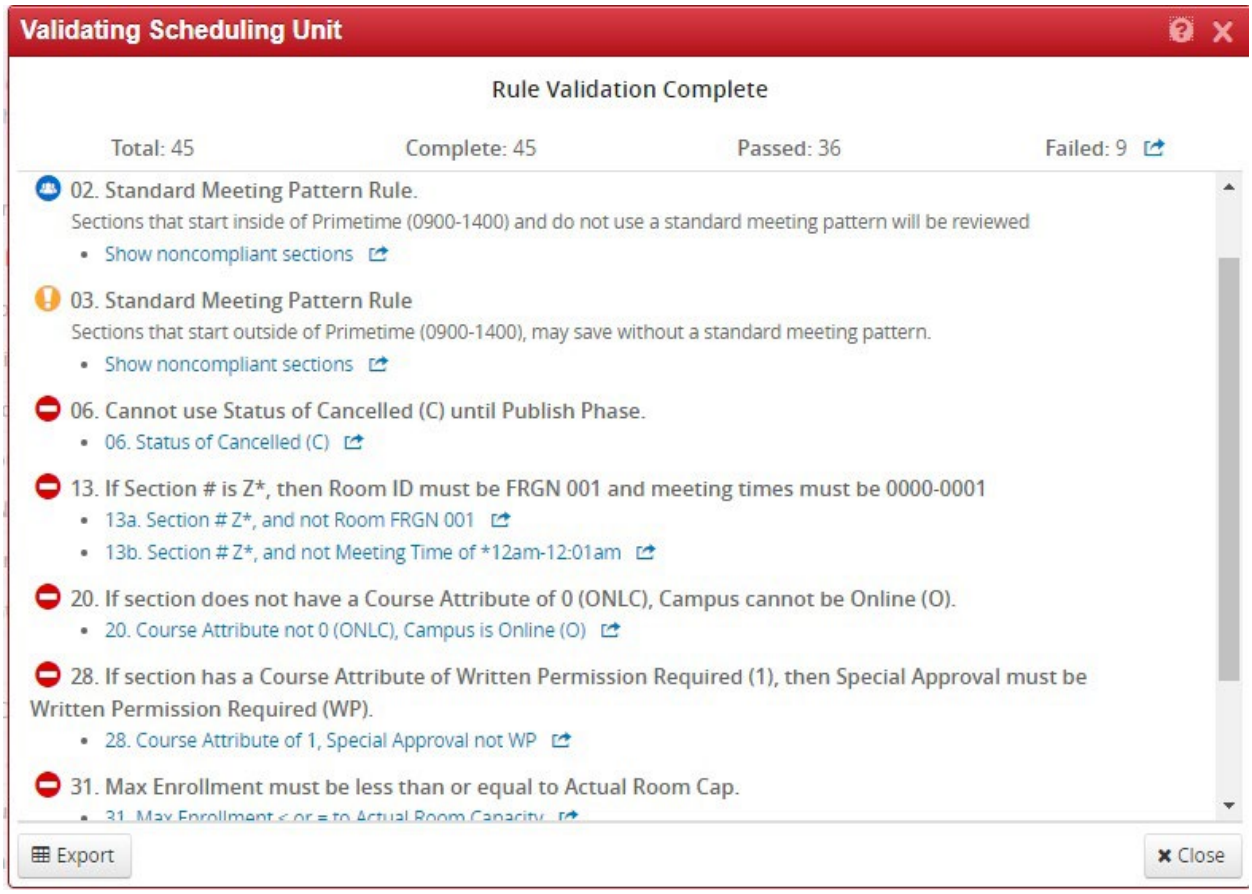


After creating your schedule, you will **validate** it in CLSS.

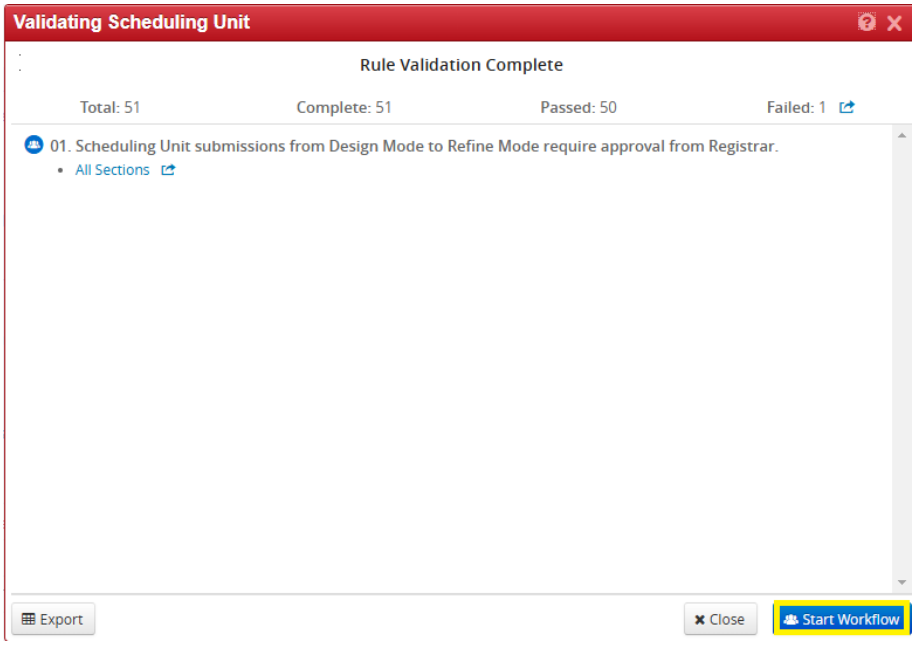
- Open your scheduling unit.
- Click the **validate** button.



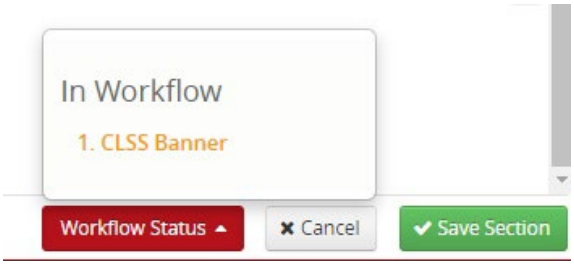
- Address any warnings or errors.
- Click the blue arrow next to the message to go to the course triggering the warning or error. You may also click the Close button to return to editing without submitting.



- 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-2/

Cross-listing Guidelines - https://reg.uncg.edu/wp-content/uploads/2023/12/University-Policy-Cross-List-Final-12.5.23.pdf

Experimental Course Policy - https://reg.uncg.edu/wp-content/uploads/2024/10/Experimental-Course-Shells-Special-Topics.pdf

Approved WI/SI Courses - https://docs.google.com/spreadsheets/d/1o68ikJeUSBrIe3BKJMcMwy3j2-NXqy57/edit#gid=1643692958

Faculty Credentialing Policy - https://reg.uncg.edu/wp-content/uploads/2019/01/Faculty-Credentialing-and-Verification-Policy.pdf

Classroom Scheduling – https://reg.uncg.edu/classroom-scheduling-2/

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

CIM (curriculum information management) – https://curriculumguide.uncg.edu/curriculum-guide/courseleaf/

Online Course Approval Information – https://curriculumguide.uncg.edu/curriculum-guide/courses/adding-online-delivery/

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