CLSS Course Scheduling Documentation


Updated: April 02, 2024

University Registrar's Office
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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  
Rooms 14  
Meeting Patterns 16  
Multiple Meeting Patterns 22  
Editing a Section 27  
Deleting a Section 27  
Canceling a Section 27  
Course and Section Attributes 27  
Prerequisites and Restrictions 30  
Reserved Seats 36  
Cross-Listed Sections 41  
Variable Credit Hours 45  
Topics and Special Topics Course Titles 45  
Export, Validation, & Workflow 47  
Helpful Links 51
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).**
• 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.
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](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:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Greensboro Main</td>
</tr>
<tr>
<td>O</td>
<td>Online</td>
</tr>
<tr>
<td>S</td>
<td>Site Off-Campus – Approved sites off campus. S-Campus should also be used for off-campus locations when &lt; 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 &quot;Substantive Change Checklist&quot; (Substantive-Change-Checklist.pdf (uncg.edu)) for SACSCOC notification or approval.</td>
</tr>
<tr>
<td>R</td>
<td>Gateway University Research Park (Nanoscience only)</td>
</tr>
</tbody>
</table>

**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.
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.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACE (G campus only)</td>
<td>Face to Face</td>
</tr>
<tr>
<td>Asynchronous/ASYN (online only)</td>
<td>Internet – no mtgs/no physical location</td>
</tr>
<tr>
<td>HYBR (face to face &amp; online combination – G campus only)</td>
<td>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.</td>
</tr>
<tr>
<td>Synchronous/SYNC (online only)</td>
<td>Internet – virtual meeting pattern</td>
</tr>
</tbody>
</table>

**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/](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](https://www.northcarolina.edu/apps/policy/index.php?section=400.3.4%5BR%5D)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Organized/ Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Physical Activity: A course requiring students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.</td>
<td>IS</td>
</tr>
<tr>
<td>ADN</td>
<td>Administrative: For administrative use only. Placeholder or other administrative courses used to generate registration activity for a student for billing or other administrative purposes.</td>
<td>IS</td>
</tr>
<tr>
<td>CLN</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>COL</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>DSC</td>
<td>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. <em>G campus requires a meeting pattern/location.</em></td>
<td>OC</td>
</tr>
<tr>
<td>DTS</td>
<td>Dissertation or Thesis.</td>
<td>IS</td>
</tr>
<tr>
<td>IND</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>INT</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>LAB</td>
<td>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.</td>
<td>OC</td>
</tr>
<tr>
<td>LEC</td>
<td>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.</td>
<td>OC</td>
</tr>
<tr>
<td>LEL</td>
<td>Lecture and Lab: A course that requires the combined attributes of a Lecture course and a Lab course.</td>
<td>OC</td>
</tr>
<tr>
<td>PRC</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>PRF</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>SEM</td>
<td>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.</td>
<td>OC</td>
</tr>
<tr>
<td>STT</td>
<td>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.</td>
<td>IS</td>
</tr>
<tr>
<td>STU</td>
<td>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.</td>
<td>OC</td>
</tr>
</tbody>
</table>
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 Services Personnel 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 (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.
To remove an instructor, click the trash can icon.

Click Accept.

Rooms:

The room field is pre-loaded with departmentally owned spaces, General Purpose Classroom Request, No Room Needed, and Online 000 (to be used ONLY with HYBR sections). Please choose from the drop-down menu options. If your room is not listed or you need special accommodations, please contact clasrms@uncg.edu.
If you choose a General-Purpose Classroom, the University Registrar’s Office will utilize the Ad Astra Information Systems software to schedule classroom assignments based on maximum course enrollment. Factors included in the room optimization process are classroom capacity, back-to-back instructor assignments, and optimum campus location/region.

URO Scheduling Regions:
1. Coleman Building (COLE) 10. Eberhart Building (EBER)
2. Jackson Library (LIBR) 11. Nursing & Instructional Building (NSCI)
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)

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.

<table>
<thead>
<tr>
<th>Morning Hours</th>
<th>Afternoon Hours</th>
<th>Evening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:50 MWF</td>
<td>12:00 -12:50 MWF</td>
<td>5:00-5:50 MWF</td>
</tr>
<tr>
<td>8:00-9:15 TR</td>
<td>12:30 -1:45 TR</td>
<td>5:00-6:15 MW or TR</td>
</tr>
<tr>
<td>9:00-9:50 MWF</td>
<td>1:00 -1:50 MWF</td>
<td>5:30-6:45 MW or TR</td>
</tr>
<tr>
<td>9:30-10:45 TR</td>
<td>2:00-2:50 MWF</td>
<td>6:00-6:50 MWF</td>
</tr>
</tbody>
</table>
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
- 3:00pm-5:50
- 4:00pm-6:50
- 5:30pm-8:20
- 6:00pm-8:50
- 7:00pm-9:50

Three-hour laboratory courses should follow the following sequence:

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

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.

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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>LEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>LEC</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>LEC</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>LEC</td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>LEC</td>
</tr>
</tbody>
</table>

- 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.

Departments can add program attributes such as WGS, ENT, IGS, to alert students which courses will fulfill requirements in their program.
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**

#### 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

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### Section Restrictions

#### Editing: Campus

- **Include**
- **Exclude**
- **G - Greensboro Main**
- **Add Campus**

#### 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

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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 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 the schedule input deadline (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 be applied to courses that carry General Education Category Designations. General Education Council guidelines state that all courses that carry general education category designations must be open to all undergraduate students regardless of major.
- Reserved Seating may not be applied to MAC courses.
- 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

- 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.
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/

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

Section Information
- Title/Topic: Earth Science Laboratory (Default Value)
- Section #: 01
- Credit Hrs: 1
- Status: Active
- Schedule Type: Lab

Cross-list With: GES 103-01 (Lecture)

Prerequisites:
- GES 103

Section Attributes:
0 (ONLC)
- ENV - Enviro Studies

GNS - Natural Sciences (GNS)

Edit Section – GES 103L-01: Earth Science Laboratory (CRN: 51286; 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)
- Section #: 01
- Credit Hrs: 1
- Status: Active
- Schedule Type: Lab
- Cross-list With: GES 103-01

Part of Term: First Summer Session (2) (5)
- Campus: Online
- Inst. Method: ASYN (Internet-No mtgs/ph
- Special Approval: (None Assigned)
- Grade Mode: Standard
- Restrictions: None
Cross-listing more than two sections:

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

Prerequisites

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

Section Information

Title/Topic: Topics in Global Literature (Default Value)
Section #: 01
Credit Hrs: 3
Status: Active
Schedule Type: Lecture

Cross-list With

Prerequisites: None
Variable Credit Hours
If a course is 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.*

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

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
Export, Validation, and Workflow

Your department is responsible for ensuring the accuracy of requested 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.
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.

Validating Scheduling Unit

Rule Validation Complete

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02. Standard Meeting Pattern Rule</td>
<td>Sections that start inside of Primetime (0900-1400) and do not use a standard meeting pattern will be reviewed.</td>
</tr>
<tr>
<td>06. Cannot use Status of Cancelled (C) until Publish Phase.</td>
<td></td>
</tr>
<tr>
<td>13. If Section # is Z*, then Room ID must be FRGN 001 and meeting times must be 0000-0001</td>
<td></td>
</tr>
<tr>
<td>13a. Section # Z*, and not Room FRGN 001</td>
<td></td>
</tr>
<tr>
<td>13b. Section # Z*, and not Meeting Time of *12am-12:01am</td>
<td></td>
</tr>
<tr>
<td>20. If section does not have a Course Attribute of 0 (ONLC), Campus cannot be Online (O).</td>
<td></td>
</tr>
<tr>
<td>28. If section has a Course Attribute of Written Permission Required (1), then Special Approval must be Written Permission Required (WP).</td>
<td></td>
</tr>
<tr>
<td>31. Max Enrollment must be less than or equal to Actual Room Cap.</td>
<td></td>
</tr>
</tbody>
</table>

[Export] [Close]
• If there are only warnings that are acceptable or the scheduling unit is valid, click the **Submit Now** 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/offeringleader/

UNCG Scheduling timeline - https://reg.unCG.edu/course-scheduling/


Approved WI/SI Courses - https://docs.google.com/spreadsheets/d/1o68ikJeUSBRe3BKJMcMwy3j2-NXvy57/edit#gid=1643692958


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/


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

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