# **CLSS** Comprehensive Guide

Version 1.0

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CLSS is the software used to create and edit the schedule of courses each semester.

## Navigating to CLSS

CLSS can be accessed by opening an internet browser and navigating to <a href="https://nextcatalog.wichita.edu/wen/">https://nextcatalog.wichita.edu/wen/</a>

## **CLSS** Terminology

#### Section

A **section** is the most granular scheduling item. It is a particular course at a specific time with an instructor. For instance, *MATH 101 4:30 PM MWF with Dr. Smith* is a section. Sections may also be referred to as *classes* or *offerings*. The image below indicates two examples of sections:

CourseLeaf/(	CLSS – Sun									
19 Courses, 161 Archive Phase	I Sections 🚦			View By 🔻	Validate	X Bridge Tools	Visualize		Framer	Export -
BIOL 106 – The	Human Organi	ism								
(30481)	0	TBD	M 5:35pm-6:50pm							
(30799)	0	Young, Rejeana ( )	Does Not Meet							
(31156)	0	TBD	Does Not Meet							
(31451)	0	TBD	Does Not Meet							
BIOL 107 - The	Human Organi	ism Laboratory								
(31332)	1	Beckman, Fawn (	Does Not Meet							
(31405)	1	TBD	Does Not Meet							

#### Instance

An **instance** is the term being scheduled. An instance will have multiple *parts of term* or *sessions*:



- Historical: Past academic semesters
- Current: The academic term that is in session
- Future: The upcoming academic terms that are being built.

Academic Term	Format	<b>CRN Format</b>
Fall	202410	1xxxx
Spring	202420	2xxxx
Summer	202430	3xxxx

### **Scheduling Unit**

A scheduling unit (aka department) is the group of courses maintained by a schedule builder:

CourseLea	af/CLSS – Spring 2025 – Plan Phase	L	C B Log
7 Schedul	5,802 Sections	♦ Visualize ▼ Filter Search	
\$ ID	▲ Name	¢ Cou	urses 🗢 Sections
ACCT	Accounting	20	34
AE	Aerospace Engineering	59	223
ANTH	Anthropology	39	122
APEN	Applied Engineering	0	0
AS	Applied Studies	2	2
BIOL	Biological Sciences	54	252
BME	Biomedical Engineering	27	64
BA	Business Administration	4	10
CHEM	Chemistry and Biochemistry	38	270

## Modes & Phases

You can see which mode and phase you are currently in by looking at the top of your Scheduling Unit page



### Mode

There are two modes associated with CLSS: Design mode and Refine mode:

• During **Design mode**, all changes to the schedule are held for a scheduling unit and validated at one time by clicking the **Validate button**. CLSS is the Source of Truth



during Design Mode. Nothing transfers to Banner until the entire schedule is validated and approved through workflow.

• During **Refine mode**, changes to sections are validated and sent through workflow when each section is saved. Banner is the Source of Truth during Refine Mode. Sections will be assigned a CRN once they have bridged to Banner.

#### Phase

A **phase** is a period of time determined by the Registrar's Office that controls which types of schedule changes can occur at a particular time. For example, creating new sections and editing any field for an existing section occurs during the Plan phase while only certain edits like instructor and maximum enrollment can occur in the Review phase.



CLSS users will be able to see which Phase an instance/term is in at any point in time:

urseLeaf/CL	SS – Fall	2024 – Aerospace En	neering 1 @ 🛛 🗠 🖉
Courses, 164 S	ections	•	Workflow Status → View By → 🐼 Validate 🛠 Bridge Tools 🔥 Visualize 🝸 Filter 🔲 Framer Export →
AE 223 – Statics			C
(12028)	0	Menon, Alok ( )	MW 11:30am-12:45pm
(12477)	0	Menon, Alok (I	MW 4:10pm-5:25pm
(12477)			
(12819)	0	Raza, Syed (F	TR 11:30am-12:45pm

## Rules

**Error:** An error must be fixed before the section can be saved.

**Warning:** The section can be saved, but scheduler should ensure there are no issues with the section.



**Workflow:** The section can be saved, but must process through workflow before it will be approved. No further changes can be made to the section while in workflow.

## Section Editor

Edit Section –	ACCT 210-0: Financ	ial Accounting (CRN	: 22133; (	CLSS ID: 1964)			• • • ×
Section Informa	ation					Sp	ring 2025, ACCT
Title/Topic	Financial Accounting (D	efault Value) 🗸 🗸 🗸	7	Part of Term *	1 (Full Term) (1/21/25 to 5/15/25	~	
Campus * Inst. Method * Viewable Online Course Type Cross-list With	O (Online)	~	8	Credit Hrs	3		
Inst. Method *	OLA Online Asynch Inst	ruct 🗸	9	Status	Active	~	
Viewable Online	Yes	~	10	Special Approval	(None Assigned)	~	
Course Type	Lecture	~	11	Grade Mode *	Standard Letter (Default Value)	~	
Cross-list With	Select section	~	12	Restrictions	None 🖋		
3 Prerequisites	6 configured 🖋						
Section Attribut	tes			Course Attrib	outes		
FBBC (Barton Busi UNIV (Course from	,				usiness Course Fee) om 4-YR School)		A
B (Div B Social+Bel	hav Sci)		-	B (Div B Social+			-
Instructor		17 <sub>Room *</sub>		18	Meeting Pattern		
Quirin, Jeffrey	)	No Room Needed		~	🛗 Does Not Meet		
Enrollment		0 current, 113 prior, 0	20 Waiting	Section Note			
Maximum *	Wai	tlist Max					
80	20						~
Internal Comm	ents						
			11				
🛠 Bridge Tools	🔒 User View					× Cancel	✓ Save Section

### Fields

- Title/Topic: The Title/Topic is the course title that is pulled from Banner. This
  cannot be edited in CLSS. Changes to course title must be approved through the
  CIM process.
- Campus: The Campus is where the course is taught. The most common campuses are listed below. The drop-down menu contains all of the other possible campuses. If you need one that is not in the list, contact <u>schedulebuilding@wichita.edu</u> to get it added. A Campus must be selected.
  - M Main



- O Online
- W WSU West
- S WSU South
- OT WSU Old Town
- 001 Outside of Wichita
- 002 Inside Wichita City Limits
- 3. **Inst. Method:** Instructional Method is the format in which the class is being taught. For a detailed list of descriptions of each instructional method, visit wichita.edu/clss. An Instructional Method must be selected.
  - TCI –Traditional classroom instruction/ in-person
  - OLA Online asynchronous
  - OLS Online synchronous
  - HYB1 Hybrid, more than 25% in person
  - HYB2 Hybrid, 25% or less in person
  - OHY Online with scheduled meeting in person for assessment
  - CPI Co-op, practicum, independent study, etc.
- 4. Viewable Online: This determines if the class is viewable in the schedule of classes available online. If the CRN needs to be restricted to a select student or group of students and using a special approval does not make sense, then make the section not viewable. Some courses will be required to be not viewable. This field defaults to yes.
- 5. Course Type: Course type is brought in from Banner. There is nothing to edit on this field. Changes to this would need to be submitted through CIM.
- 6. Cross-List With: Skip unless adding a cross-list. See section on cross-listing for more information.
- 7. Part of Term: The Part of Term is what defines the dates for the course and drive refund and withdrawal dates. The dates of the class must fit within the dates of the Part of Term. The Part of Term must be selected. The most common Parts of Term are listed below:
  - 1 Regular 16-week class in Fall and Spring, \*8 weeks in Summer
  - F10 First 8-weeks in Fall and Spring
  - S10 Second 8 weeks in Fall and Spring
- Credit Hrs: This field is only editable if the course has variable credit. A CRN needs to be created for each credit hour amount needed for a course in the semester. No section may have more than one credit hour value.
- **9. Status:** The Status controls whether a class is active or cancelled. The following statuses can be used.
  - Active class will be available for students to register



- Pending Cancellation use when students are enrolled to signify the class is being cancelled
- Cancelled can only use when no students are enrolled
- Reserved puts a class in an inactive status, but not cancelled
- 10. Special Approval: Special Approval is used to restrict who can register for a class. Co-op classes are required to use this field and add either a DP or CO Special Approval. All other cases should be carefully considered before placing the Special Approval. Students will not be able to register for the class without contacting the department first.
- 11. Grade Mode: Grade Mode determines the grading scale used for the section. This field will list the default Grade Mode for the course with the words (Default Value). A Grade Mode must be chosen from the list even if there is only one. Choose the one that does not have (Default Value) listed.
- **12. Restrictions:** This field will show any Restrictions that come from the course level. Restrictions can be used to restrict certain groups of students from enrolling into a particular CRN, for example, restricting a COMM 111 CRN to online majors only. This is not a required field. Skip if no Restrictions need to be added.
- **13. Prerequisites:** Prerequisites come from the course level in Banner. This field is not editable. Any changes to Prerequisites must go through CIM. For special circumstances, contact <u>schedulebuilding@wichita.edu</u>.
- 14. Section Attributes: This field is used to add Section Attributes to a section. Some will carry in from the course level and cannot be edited, while others will need to be added to the section. Most sections will not need anything added here. Market-Based courses, Life-long learning, and Badges require Section Attributes to be added to identify them in the schedule. See section on Section Attributes for more information on when to use this field.
- **15. Course Attributes:** These come in from the course level in Banner and are not editable. If one needs to be edited, it must be submitted through CIM.
- 16. Instructor: Enter the Instructor for the course. This field is not required when building a section, but an Instructor must be added before the class begins. If an Instructor is not in the list and cannot be added manually, contact schedulebuilding@wichita.edu for assistance.
- **17. Room:** Room is the location the class will meet. Department assigned rooms, such as labs and specialty rooms will appear in the dropdown menu. All other sections should be assigned to one of the options in the list. If the room you need



is not in the list and is one your department can assign, contact <u>schedulebuilding@wichita.edu</u> for assistance.

- General Assignment Room Will be placed in optimization process or Registrar's Office will assign
- Department Assigned or Arranged Use this if the room assigned is not scheduled by the Registrar's Office, is not in the list for your department, or not a classroom space (ex. A space in the RSC or other non-classroom space). A Section Note should be entered explaining where this class will meet.
- OL Online. All online classes (OLA, OLS, OHY) must use this room.
- No Room Needed default for any section that does not have a meeting pattern. Classes with a meeting pattern must use one of the other room options.
- 18. Meeting Pattern: Meeting Pattern is the days and times a class will meet. Click on Does Not Meet to edit this field. The Snapper Tool will open to allow you to choose the Meeting Pattern. TCI and OLS require a meeting pattern. If the section is TCI and no meeting pattern is assigned an Internal Comment is required explaining why there is no meeting pattern.
- 19. Enrollment: Enrollment has two boxes, Maximum and Waitlist Max. Maximum is required and is the maximum number of students who can enroll in a section. Make sure to enter a reasonable number into this field based on past enrollment and expected growth for the course. Waitlist Max will control the number of students that are allowed to be placed on the waitlist for the section. Not all Parts of Term allow waitlisting. See Waitlisting document at wichita.edu/clss for more information.
- 20. Section Note: Use this field to enter any information that will be displayed to students when viewing the schedule. Hybrid classes should use this field to explain which days the class is meeting. Put meeting room information here if the room is not able to be added to the class in the Room field.
- **21. Internal Comments:** Internal Comments are messages that will not be displayed to students. This field will be used to convey information to the Registrar's Office or other Approvers about the class. Market-Based classes require very specific verbiage to be entered in this field. See section on Market-Based classes for more information. Changes

## Creating a new section

1. Navigate to the CLSS Instances screen:



CourseLeaf/CLSS – Instances		L 🕜 E Log Out
Historical	Current	Future
For Reference	Open for Editing	Currently Building
Summer 2024	Fall 2024	Spring 2025 Summer 2025 Fail 2025

### 2. Click to open an instance:

CourseLeaf/CLSS – Instances		L C Log Out
Historical	Current	Future
For Reference Summer 2024	Open for Editing	Currently Building Spring 2025 Summer 2025 Fall 2025

### 3. Double-click to open a scheduling unit:

CourseLe	af/CLSS – Fall 2024 – Plan Phase	1	C Log Out
6 Schedu		♦ Visualize ▼ Filter Search	
1,735 Courses	6,050 Sectoris		
\$ ID	▲ Name	¢ Cou	rses 🗢 Sections
ACCT	Accounting	21	39
AE	Aerospace Engineering	60	164
ANTH	Anthropology	37	128
APEN	Applied Engineering	20	48
AS	Applied Studies	10	97
BIOL	Biological Sciences	59	263
BME	Biomedical Engineering	32	68
BA	Business Administration	3	10
CHEM	Chemistry and Biochemistry	41	319
CSD	րդ Communication Science & Disord	56	94
DH	Denital Hygiene	18	25

4. Double-click the course to view sections within. If the course you are wanting to create is not in the list, click the box next to Show courses with no sections at the top right of the screen.



### Page **11** of **45**

Cour	seLeaf/CLS	S – Fall	2024 – Communication Sci	ience & Disord				1	L	0	🕒 Log Ou
56 Co	urses, 94 Sec	tions 🚦	÷ †		View By 🔻	☑ Validate	🛠 Bridge Tools	👌 Visualize	<b>▼</b> Filter	🔲 Framer	Export -
Plan P	hase Design I	Mode							Show	courses with	no sectio
661	111 Disordor	s of Human	Communication								
			ent and Disorders								
			an Sign Language								00
-0	(11993) (11993)	0	Slieter, Lorita (	TR 4:30pm-5:45pm					≫\$ Se	e ASL 104-(170	05)
8	(11995)	0	Hofmann, Kimberly (	R 4:30pm-6:50pm					X Se	e ASL 104-(170	07)
0	(11996)	0	Clark, James ()	MW 4:30pm-5:45pm					X Se	e ASL 104-(170	06)
8	(12953)	0	Hofmann, Kimberly ()	TR 7:05pm-8:30pm					X Se	e ASL 104-(170	08)
0	(13403)	0	TBD	MW 10am-11:15am					≫ Se	e ASL 104-(170	34)
CSE	) 301 – Anatomy	and Physic	ology of the Speech and Hearing Mech	anisms							
CSE	) 325 – Intro to H	lealth Care	Ethics								

### 5. Click the **green plus sign** to the right of a course to add a new section:

.cai	seLeat/CL	SS – Fall	2024 – Communication Sci	ence & Disord					2	0	G-Log O
6 Co Plan Pt	u <b>rses, 94 Se</b> o nase Design	*	<b>*</b> <b>↑</b>		View By 🔻	🗹 Validate	🛠 Bridge Tools	Visualize	▼ Filter	Framer Courses with	Export h no sectio
CSD	111 – Disorde	ers of Human	Communication								
			Communication								_
CSD	251 - Auditor	y Developme									8
CSD	251 - Auditor	y Developme	ent and Disorders	TR 4:30pm-5:45pm					>4 Se	e ASL 104-(170	<b>8</b>
CSD CSD	251 – Auditor	y Developme ctory Americ	ent and Disorders can Sign Language	TR 4:30pm-5:45pm R 4:30pm-6:50pm						e ASL 104-(170 e ASL 104-(170	
CSD CSD	251 - Auditor 270 - Introduc (11993)	y Developme ctory Americ 0	ent and Disorders can Sign Language Slieter, Lorita ()						≯\$ Se		)07)
CSD CSD	251 - Auditor 270 - Introduc (11993) (11995)	y Developme ctory Americ 0 0	ent and Disorders can Sign Language Slieter, Lorita () Hofmann, Kimberly ()	R 4:30pm-6:50pm					≫ Se ≫ Se	e ASL 104-(170	007) 006)

6. The Section Editor window appears:



Edit Section -	ACCT 210-0: Finan	cial Accounting (C	CRN: 22133; (	CLSS ID: 1964	)		0 X 0 🕀
Section Informa	ation					Spri	ng 2025, ACCT
Title/Topic	Financial Accounting	Default Value) 🗸 🗸		Part of Term *	1 (Full Term) (1/21/25 to 5/15/25)	~	
Campus *	O (Online)	~		Credit Hrs	3		
Inst. Method *	OLA Online Asynch In	struct 🗸		Status	Active	~	
Viewable Online	Yes	~		Special Approva	(None Assigned)	~	
Course Type	Lecture	~		Grade Mode *	Standard Letter (Default Value)	~	
Cross-list With	Select section	~		Restrictions	None 🖋		
Prerequisites	6 configured 🖋						
Section Attribut	tes		1	Cours <del>e</del> Attri	butes		
FBBC (Barton Busii UNIV (Course from B (Div B Social+Beł	4-YR School)		*		Business Course Fee) from 4-YR School) +Behav Sci)		*
Instructor		Room *			Meeting Pattern		
Quirin, Jeffrey	)	No Room Nee	ded	~	🋗 Does Not Meet		
Enrollment		0 current, 113 pr	ior, 0 waiting	Section Note	•		1
Maximum *		aitlist Max					*
Internal Commo	ents						
			le l				
🛠 Bridge Tools	🔒 User View					<b>X</b> Cancel	✓ Save Section

7. Use the drop-down arrows, pencil icons and free text fields to fill in the information for the new section. The following fields are required to be entered/edited when creating a section: Campus, Inst. Method, Part of Term, Grade Mode, Room, Enrollment Maximum. In some cases Section Note and /or Internal Comments will be required. Meeting Pattern is required for certain Inst. Methods. See section on Meeting Patterns for how to edit.

Create Section	- CSD 270: Introductory American	Sign Language		🔂 😯 Fall 2024, C	
Title/Topic	Intro American Sign Language (Default V 🗸	Part of Term *	(None Assigned)	~	
Campus *	M (Main)	Credit Hrs	3		
Inst. Method *	(None Assigned)	Status	Active	~	
Viewable Online	(None Assigned)	Special Approval	(None Assigned)	~	
Course Type	TCI 100% In-Person Instruction HYB1 More than 25% In Person	Grade Mode *	Standard Letter (Default Value)	~	
Link To	HYB2 25% or less In Person	Cross-list With	Select section	~	
Restrictions	OHY Online - In Person Exams OLA Online Asynch Instruct	Prerequisites	None		
Section Attribut	OLS Online Synch Instruct	🖌 🛛 Course Attrib	utes		
None Selected	CPI Co-Op Pract Independ Study	FHCS (CSD Cour UNIV (Course fr A (Div A Human	om 4-YR School)		* *



Create Section	n – CSD 270: Introductor	y American S	Sign Languaç	ge			÷ 0 >
Section Informa	ation						Fall 2024, CSD
Title/Topic	Intro American Sign Languag	ge (Default V 🗸		Part of Term *	1 (Full Term) (8/19/24 to 12/12/24)	~	
Campus *	M (Main)			Credit Hrs	3		
Inst. Method *	TCI 100% In-Person Instructi	on 🗸		Status	Active	~	
Viewable Online	Yes	~		Special Approval	(None Assigned)	~	
Course Type	Lecture	~		Grade Mode *	Standard Letter (Default Value)	~	
Link To	Not linked to other sections	~		Cross-list With	Select section	~	
Restrictions	None 🖌			Prerequisites	None		
Section Attribut	tes		1	Course Attrib FHCS (CSD Cour UNIV (Course fr A (Div A Human	rse Fee) om 4-YR School)		
Instructor	1	Room *			Meeting Pattern		
Slieter, Lorita ( Clark, James (.	) <u>2)</u>	General Assig	nment Room	*	🛗 TR 12:30pm-1:45pm 🛛 🗙		
Enrollment		0 curr	ent, 0 waiting	Section Note			
Maximum *	Waitlist 5	Max		None Assigned			*
Internal Comm	ents						
			ie				
🛠 Bridge Tools					× Ca	ncel	✓ Save Sectio

8. Click Save to create the section. (Click Cancel to close without saving.)

### Meeting Patterns/Snapper

The Meeting Pattern is created by using the Snapper Tool.

1. Click on the text **Does Not Meet** (or a Meeting Pattern that already exists) to edit.

	Meeting Pattern	
•	🛗 Does Not Meet	

2. The **Snapper** opens. Any section of this course already scheduled will be visible in this screen.



ð Di	ays 👻 🔛 Patterns 👻 🗚 🕻	CT 220-0 0 0 0			
	Monday	Tuesday	Wednesday	Thursday	Friday
am					
am					
Dam					
1am	ACCT 220-(25579) 0		ACCT 220-(25579) 0		
2pm					
			_		
pm					
pm		ACCT 220-(24835) 0		ACCT 220-(24835) 0	
pm					
pm					
pm					
pm			_		

3. Click **Patterns** at the top right of the window. A list of the predefined patterns will be listed. Select the Meeting Pattern that is applicable to the section (ex. MP-3 cr 2x week - 75 mins MW-TR will display standard meeting times for a MW or TR section that meets for 75 minutes each day).





4. To add a Meeting Pattern to the section, hover the mouse over the screen in the time block desired. Available Meeting Patterns will appear in grey boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am	MW 9:30am-10:45am		MW 9:30am-10:45am		
10am			-		
11am	ACCT 220-(25579) 0		ACCT 220-(25579) 0		
12pm					
1pm					

5. Click on the one needed to create it. The boxes turn green to show which Meeting Pattern was selected.

n -		
зm	<b>A. ACCT 220-(22830) 0</b> 9:30 – 10:45	<b>A. ACCT 220-(22830) 0</b> 9:30 – 10:45
am om	ACCT 220-(25579) 0	ACCT 220-(25579) 0

- 6. Click **Accept** in the lower right corner to add that Meeting Pattern to the section.
- 7. To change the chosen Meeting Pattern, simply click a different time block and the Meeting Pattern will turn green showing it has been selected.
- 8. Only Standard Meeting Patterns will be displayed in the Snapper tool. If the Meeting Pattern needed is not displayed, a custom pattern can be created.
- Enter the Meeting Pattern into the box at the bottom of the list in the format of 1 letter for the Day(s) and the start to end time with a hyphen in between. Times can be entered in military time or standard time formats (ex. MW 1000- 1300 or MW 10:00am – 1:00pm or MW 10:00a – 1:00p).



ys 👻	Patterns - ACCT 220-0 0 0
	✓ MP- 3 cr 2x week- 75mins MW-TR
	MP- 3 cr 3x week- 50mins MWF
	MP- 3cr 1x week- Evenings MTWRF
	MP- 3cr 2x week- Evenings MW-TR
	MP- 3cr 4x week - 75mins MTWR
	(F10/S10)
	MP- 3cr 4x week- 50mins MTWR
	MP- 3cr 5x week 240mins MTWRF (P)
	MP- 3cr 5x week- 50mins MTWRF
ACCT 220-(25	User Defined
	M 1000 - 1200 Add

- 10. Click **Add**.
- 11. Click Accept.

### Multiple Meeting Patterns and Date-Based Meeting Patterns

1. If the section requires multiple meeting patterns, enter the first pattern and then click the **Meetings** button at the bottom left of the screen.

8pm	
() Meetings	♥ Rooms

2. That meeting pattern is listed. Click the **green plus sign** to add an additional meeting pattern.

3pm			
Pattern	Room *	Dates	+ ×
A. MW 9:30am-10:45am	No Room Needed	Using Part of Term Dates	📚 🖌 🔒
A. MW 9:30am-10:45am	No Room Needed	Using Part of Term Dates	\$

3. The **Meeting Details** window opens with the Pattern listed as Does Not Meet and cannot be edited. Click **Accept**.



Meeting Details				8 X
Pattern	MWF 10:30am-11:20am			
Room *	McKinley Hall 106 (60)	~		
Room Attributes	(None Assigned)		~	
Dates	8/19/2024 to 12/12/2024 (Full Term)	~		
			× Cancel	✔ Accept

4. A second Meeting Pattern is now listed. Select that item in the list and add the Meeting Pattern in the grid above by clicking on the desired time slot. If you need a non-standard meeting pattern, click **Patterns** and enter the days and time (see previous section).

🔥 Days 👻	Patterns 👻 ACCT	310-0 0 0 0			
	Monday	Tuesday	Wednesday	Thursday	Friday
Bam		TR 8am-9:15am		TR 8am-9:15am	
Jam					
A. ACCT 3 9:30 - 10:4	10-(24601) 0 5		A. ACCT 310-(24601) 0 9:30 – 10:45		
1am					
I2pm		ACCT 310-(24600) 0		ACCT 310-(24600) 0	
pm					
2pm					
3pm					
Pattern		Room *		Dates	+ 3
MW 9:30am-10:	45am	No Room Needed		Using Part of Term Dates	۵ ا

- 5. Once all meeting patterns have been entered, click the **grey x icon** to collapse this window.
- 6. Click **Accept** to save the meeting patterns.



### Adding Dates:

1. Dates can be added to any meeting pattern by clicking the **pencil icon** in the listing for that pattern.

B. Does Not Meet	No Room Needed	Using Part of Term Dates	s 🖌 🕯
A. MW 9:30am-10:45am	No Room Needed	Using Part of Term Dates	\$10
Pattern	Room *	Dates	+ ×
3pm			

2. The **Meeting Details** Screen opens. Click **Dates** and select **Custom** from dropdown menu.

Meeting Details				0 X
Pattern	MWF 10:30am-11:20am			
Room *	McKinley Hall 106 (60)	~		
Room Attributes	(None Assigned)		~	
Dates	8/19/2024 to 12/12/2024 (Full Term)	~		
	8/19/2024 to 12/12/2024 (Full Term)		th Connel	
	Custom		× Cancel	<ul> <li>Accept</li> </ul>

3. Date boxes appear. Enter the dates needed for this meeting pattern. Click the **calendar icon** to edit the dates.

Meeting Details		0 X
Pattern	MWF 10:30am-11:20am	
Room *	McKinley Hall 106 (60)	
Room Attributes	(None Assigned)	
Dates	Custom	
	08/19/2024 D to 12/12/2024	
	X Cancel	✔ Accept





- 4. To enter multiple one day meetings that meet at the same time, but on different dates, create multiple meeting patterns with the same times and enter the individual dates using the custom option. One day meetings can be entered by adding the same date to both date boxes.
- 5. Once all meeting patterns have been entered, click the **grey x icon** to collapse this window.
- 6. Click **Accept** to save the created meeting patterns.

### Rooms

Rooms can be assigned in multiple ways. The most common way to enter rooms will be by entering then in the **Section Editor** as you are creating or editing a section.

- 1. Open the section.
- 2. Click **Room** dropdown menu in the middle of the window.



#### Room \*



3. Select the desired room from the list. Only rooms that are controlled by the scheduling unit will be listed. If a room is listed, it can be assigned to the section. The other options are:

**Department Assigned or Arranged** – use this if the section has a meeting pattern, but the meeting space is not a classroom (ex. Meeting in a specialty conference room or a faculty lab or office). This must be chosen if the class has a meeting pattern and does not need to be assigned to a room in the list or a General Assignment Room.

**General Assignment Room** – use this to have the Registrar's Office assign a room. Specific room features can be requested through the Classroom Feature Request From found at wichita.edu/schedulebuiding.

**OL** – all online classes must use this room. This cannot be used by any other instructional method.

**No Room Needed** – This is the default. Use this for classes without meeting patterns that will not need a room assigned. Sections that are Reserved or Cancelled will require a change to No Room Needed to remove the room assignment from the section. Room conflicts will be alerted when trying to save the section. To avoid conflicts, use the Rooms tool in the Scheduling window. Click on the Meeting Pattern to enter this window.

4. Click **Rooms** at the bottom left of the window.





5. A list of the rooms controlled by this scheduling unit will be displayed showing what days and times it is occupied.

Room Grid						X
	MW 8am-9:15am	MW 9:30am-10:45am	MW 11am-12:15pm	MW 12:30pm-1:45pm	MW 2pm-3:15pm	
EH 105 - COMM (35)		COMM 111H-(15773) 0 FYHN 102E-(16749) 0	COMM 111H-(15773) 0 FYHN 102E-(16749) 0	COMM 111-(11774) 0 COMM 111H-(15773) 0	COMM 111-(11774) 0	
EH 109 - COMM (30)	COMM 111-(10185) 0	COMM 111-(11777) 0 COMM 111-(10185) 0	COMM 111-(11776) 0 COMM 111-(11777) 0	COMM 111-(11115) 0 COMM 111-(11776) 0	COMM 111-(11115) 0 COMM 111-(11773) 0	
EH 110 - COMM (30)	COMM 111-(11315) 0	COMM 111-(11315) 0 COMM 111-(12950) 0	COMM 111-(12950) 0 COMM 111-(10186) 0	COMM 111-(12577) 0 COMM 111-(10186) 0	COMM 111-(12577) 0 FYHS 102M-(15769) 9	
EH 111 - COMM (30)		COMM 335-(16742) 0	COMM 335-(16742) 0 COMM 525-(10201) 1	COMM 111-(17059) 0 COMM 525-(10201) 1	COMM 111-(17059) 0	
EH 112 - COMM (50)		COMM 535-(15324) 0	COMM 130-(10191) 0 COMM 535-(15324) 0	COMM 130-(10191) 0 COMM 631-(11082) 0	COMM 631-(11082) 0	)[
EH 225 - Flexible Computer Lab (28)						
EH 232 - COMM (35)	COMM 412-(16744) 0	COMM 301-(10589) 1 COMM 412-(16744) 0	COMM 301-(10589) 1 COMM 412-(16744) 0 COMM 604-(11987) 0	COMM 412-(16744) 0 COMM 604-(11987) 0	COMM 212-(16743) 2	][
EH 233 - Writing Lab (17)						
EH 234 - Writing Lab (25)	COMM 750C-(16739) WS	COMM 111-(17058) 0 COMM 750C-(16739) WS	COMM 111-(17058) 0 COMM 410-(15298) 0 COMM 750C-(16739) WS	COMM 410-(15298) 0 COMM 750C-(16739) WS	COMM 502-(11155) 0	
	٩					•
L					🗙 Cancel 🗸 🗸	ccept

6. To add the room from this screen, click in the grid in the meeting pattern desired. It will add a green box to show it has been added. Click **Accept**.

MW 8am-9:15am         MW 9:30am-10.45am         MW 112:30pm-145pm         MW 2:30pm-145pm         MW 2pm-3:15pm           EH 105 - COMM (33)         EW 8am-9:15am         COMM 111H-(11773)0         COMM 111H-(11774)0         COMM 111+(11774)0         COMM 111+(11775)0         COMM 111+(11755)0         COMM 111+(11755)0 <th></th> <th>MW/ 0 0-15</th> <th>MW 0.20 are 10.45 are</th> <th>MW 11-m 12-15-m</th> <th>MW 12-20mm 1-45mm</th> <th>MW 2mm 2.15mm</th> <th></th>		MW/ 0 0-15	MW 0.20 are 10.45 are	MW 11-m 12-15-m	MW 12-20mm 1-45mm	MW 2mm 2.15mm	
EH 105         COMM (35)         FH 102-COMM (35)         FYHN 102E (16749) 0         FYHN 102E (16749) 0         COMM 111+(15773) 0           EH 109 - COMM (30)         COMM 111-(10185) 0         COMM 111+(11777) 0         COMM 111+(11776) 0         COMM 111+(11777) 0         COMM 111+(11776) 0         COMM 111+(11777) 0         COMM 111+(117059) 0							
EH 10 - COMM (30)         COMM 111-(10185) 0         COMM 111-(11777) 0         COMM 111-(11777) 0         COMM 111-(11777) 0           EH 110 - COMM (30)         COMM 111-(11315) 0         COMM 111-(11315) 0         COMM 111-(12577) 0         COMM 111-(12577) 0         COMM 111-(12577) 0           EH 110 - COMM (30)         COMM 111-(11315) 0         COMM 111-(1250) 0         COMM 111-(12577) 0         COMM 111-(12577) 0         COMM 111-(12577) 0           EH 111 - COMM (30)         COMM 335-(16742) 0         COMM 335-(16742) 0         COMM 335-(16742) 0         COMM 111-(17059) 0         COMM 111-(17059) 0           EH 112 - COMM (50)         COMM 535-(15324) 0         COMM 130-(10191) 0         COMM 335-(16742) 0         COMM 335-(16742) 0         COMM 336-(16742) 0         COMM 631-(11082) 0           225 - Flexible Computer Lab (28)         COMM 312-(16789) 1         COMM 301-(10589) 1         COMM 301-(10589) 1         COMM 412-(16744) 0         COMM 412-(16744) 0         COMM 604-(11987) 0         COMM 212-(16743) 2         EH 233 - Writing Lab (17)         COMM 111-(17058) 0         COMM 111-(17058) 0         COMM 111-(17058) 0         COMM 410-(15298) 0         C	EH 105 - COMM (35)					COMM 111-(11774) 0	
EH 111 - COMM (30)       COMM 111-(12550) 0       COMM 111-(10186) 0       FYHS 102M-(15769) 9         EH 111 - COMM (30)       COMM 335-(16742) 0       COMM 335-(16742) 0       COMM 111-(17059) 0         EH 111 - COMM (50)       COMM 335-(16742) 0       COMM 335-(16742) 0       COMM 111-(17059) 0         EH 112 - COMM (50)       COMM 535-(15324) 0       COMM 130-(10191) 0       COMM 130-(10191) 0         C255 - Flexible Computer Lab (28)       COMM 301-(10589) 1       COMM 301-(10589) 1       COMM 412-(16744) 0         EH 232 - COMM (35)       COMM 412-(16744) 0       COMM 301-(10589) 1       COMM 412-(16744) 0       COMM 604-(11987) 0         EH 233 - Writing Lab (17)       COMM 750C-(16739) W5       COMM 111-(17058) 0       COMM 410-(15289) 0       COMM 410-(15289) 0       COMM 410-(15289) 0	EH 109 - COMM (30)	COMM 111-(10185) 0					
EH 112 - COMM (50)         COMM 535 (15324) 0         COMM 525 (10201) 1         COMM 525 (10201) 1           EH 112 - COMM (50)         COMM 535 (15324) 0         COMM 130 (10191) 0 COMM 535 (15324) 0         COMM 130 (10191) 0 COMM 631 (11082) 0         COMM 631 (11082) 0           225 - Flexible Computer Lab (28)         COMM 301 (10589) 1 COMM 301 (10589) 1         COMM 301 (10589) 1 COMM 412 (16744) 0         COMM 412 (16744) 0         COMM 412 (16744) 0           EH 232 - COMM (35)         COMM 412 (16744) 0         COMM 412 (16744) 0         COMM 604 (11987) 0         COMM 604 (11987) 0           EH 233 - Writing Lab (17)         COMM 750C (16739) W5         COMM 111 (17058) 0 COMM 111 (17058) 0         COMM 410 (15288) 0         COMM 410 (15288) 0	EH 110 - COMM (30)	COMM 111-(11315) 0					
EH 112 - COMM (35)         COMM 535:(15324)0         COMM 631:(11082)0           225 - Flexible Computer Lab (28)         COMM 301:(10589) 1 COMM 301:(10589) 1 COMM 301:(10589) 1 COMM 412:(16744) 0         COMM 412:(16744) 0 COMM 412:(16744) 0         COMM 412:(16744) 0 COMM 412:(16744) 0           EH 233 - Writing Lab (17)         COMM 750C-(16739) WS         COMM 111-(17058) 0 COMM 111-(17058) 0         COMM 410:(15289) 0 COMM 750C-(16739) WS         COMM 410:(15289) 0 COMM 750C-(16739) WS         COMM 502:(1115) 0	EH 111 - COMM (30)		COMM 335-(16742) 0			COMM 111-(17059) 0	j
(28)         COMM 301-(10589) 1         COMM 301-(10589) 1         COMM 412-(16744) 0         COMM 412-(16744) 0 <td>EH 112 - COMM (50)</td> <td></td> <td>COMM 535-(15324) 0</td> <td></td> <td></td> <td>COMM 631-(11082) 0</td> <td>Ĩ</td>	EH 112 - COMM (50)		COMM 535-(15324) 0			COMM 631-(11082) 0	Ĩ
EH 233 - Writing Lab (25)         COMM 750C-(16739) WS         COMM 111-(17058) 0 COMM 111-(17058) 0 COMM 111-(17058) 0 COMM 110-(15298) 0         COMM 410-(15298) 0 COMM 750C-(16739) WS							
EH 234 - Writing Lab (25) COMM 750C-(16739) WS COMM 111-(17058) 0 COMM 111-(17058) 0 COMM 410-(15298) 0 COMM 502-(11155) 0 COMM 750C-(16739) WS	EH 232 - COMM (35)	COMM 412-(16744) 0		COMM 412-(16744) 0		COMM 212-(16743) 2	][
COMM 750C (16739) WS COMM 410 (15298) 0 COMM 750C (16739) WS	EH 233 - Writing Lab (17)						
	EH 234 - Writing Lab (25)	COMM 750C-(16739) WS		COMM 410-(15298) 0		COMM 502-(11155) 0	
		4		_			•
						🗙 Cancel 🔽 🗸	, cce

The meeting pattern and room are now added to the section.



A second way to enter rooms is by clicking on the Room dropdown inside of the **Meeting Details** window. This is especially useful if a different room needs to be assigned for each meeting pattern

Meeting Details		θX
Pattern	TR 2:30pm-3:45pm	
Room *	Lindquist Hall 113 (35)	
Room Attributes		~
Dates	Lindquist Hall 113 (35)	
	Department Assigned or Arranged (999)	
	General Assignment Room	🗙 Cancel 🗸 Accept
	LH 417 - POLS (20)	
	LH 426 - POLS (16)	
	No Room Needed	
	OL (999)	

### **Room Overrides**

If a room needs to be assigned to multiple CRNs at the same time, the Registrar's Office will add the room override to the section. CLSS will prompt a workflow if a room controlled by the department has been added to more than one section at the same time. If using a General Assignment Room, add an Internal Comment to alert the Registrar's Office of the need for a shared room.

### Framer Tool – Copying a Section

The **Framer Tool** can be used to view sections of a course from previous semesters. This can be found here:

CourseLeaf/CLSS – Spring 2025 – Accounting					1	0	🕒 Log Out
20 Courses, 36 Sections 🊦 🛊	View By 👻	🗹 Validate	* Bridge Tools	Visualize	<b>▼</b> Filter	Framer	Export 👻
Publish Phase Refine Mode					Show	v courses with	no sections

 Previous semesters are listed. Use the arrow buttons to navigate back and forth through past semesters. Any semester with an (H) in the title can be used to copy a section with most of the information that was entered for that semester. Semesters without an (H) will not allow the option to copy a section from the list of classes but will allow you to view those sections in detail.



CourseLeaf/CLSS – Sche	dule Framer			💄 Michele August ( 🕞 Log OL
				View 👻 🝸 Filter 🖆 Export
	Spring 2024	(H) Summe	er 2024 (H)	Fall 2024
ACCT 210 Financial Accounting	2 0 (207)	1 0 (41)	30(	(290)
ACCT 220 Managerial Accounting	3 0 (171)	1 0 (56)	30(	(245)

2. The view defaults to a summary of sections for that semester. To use this tool to view details of the sections from previous semesters, click the View button and select Detail.



 Now, the list of sections with information for CRN, Instructor, and meeting pattern appears. Historical semesters will display these sections in red boxes when you hover over them. To copy a section from a previous historical semester hover over that section and click it.

	Spring 2024 (H)	Summer 2024 (H)
ACCT 220	(23127) – 0: Porter, Christine (N Add Section	(31310) – 0: Zellers, Laura (W439M459)
Managerial Accounting	(104)	(56)
	Does Not Meet	Does Not Meet

4. A box will pop up asking what term to select. Choose the semester you want to copy to and click **Accept**.



5. To get back to the Instance being edited, click the text **CourseLeaf/CLSS** at the top left of the screen or navigate to the semester heading at the top of the columns on the page.



CourseLeaf/CLSS -	Schedule Framer			1
				View 🔻 🝸 Filter
	<	Spring 2025	Summer 2025	Fall 2025

6. This new section will now be copied to the semester chosen and will be open in the Section Editor. Information such as meeting pattern, Instructor, and Campus will have carried over to the new section if it is available for that section. Make any changes needed to the section and click Save Section.

### Deleting a section

1. Navigate to the CLSS Instances screen:

CourseLeaf/CLSS - Instances		
Historical	Current	Future
For Reference Summer 2024	Open for Editing Fall 2024	Currently Building Spring 2025 Summer 2025 Fall 2025

2. Click to open an instance:

	L CB Log Out
Current Open for Editing Fall 2024	Future Currently Building Spring 2025 Summer 2025 Fall 2025
	Open for Editing

3. Double-click to open a scheduling unit and see the courses maintained by that scheduling unit:



CourseLeaf	/CLSS – Spring 2025 – Plan Phase		±	C E Log Out
57 Schedulir 2,538 Courses	ng Units 5,802 Sections	♦ Visualize ▼ Filter Se	arch	
\$ ID	* Name		Courses	Sections
ACCT _h_	Accounting		20	34
AE	Aerospace Engineering		59	223
ANTH	Anthropology		39	122
APEN	Applied Engineering		0	0
AS	Applied Studies		2	2
BIOL	Biological Sciences		54	252

### 4. Click the **View By** button in the upper right and choose **Course**:

CourseLeaf/CLSS – Spring 2025 – Accounting	
20 Courses, 34 Sections 🚦 🛊 Plan Phase Design Mode	View By - & Validate & Bridge Tools Visualize T Filter Framer Export -
> Monday	- instructor
Tuesday	✓ Day and Time Room
Wednesday	
Thursday	
Does Not Meet	

### 5. Double-click a course title to view sections for that course:

CourseLeaf/CLSS – Spring 2025 – Accounting			L 🕑 🕒 Log Out			🕒 Log Out	
20 Courses, 34 Sections 🚦 🙏	View By 👻	🕑 Validate	🛠 Bridge Tools	Visualize	▼ Filter	Framer	Export 👻
Plan Phase Design Mode					Show	v courses with	n no sections
ACCT 210 – Financial Accounting							
ACCT 220 - Managerial Accounting							
ACCT 310 Intermediate Financial Accounting I							
ACC1 360 – Accounting Information Systems							
ACCT 410 – Intermediate Financial Accounting II							

6. Click the **red X icon** to the right of the course (next to the green plus sign):



0 Courses, 34 Se	ctions 🚦	*		View By 👻	🗹 Validate	🛠 Bridge Tools	👌 Visualize	<b>T</b> Filter	🖽 Framer 🛛 Export 🚽
lan Phase Design	n Mode							Show	v courses with no section
ACCT 210 - Financ	cial Accounti	ng							
ACCT 220 - Manag	gerial Accour	nting							
ACCT 310 – Interm	nediate Finai	ncial Accounting I							00
(24600)	0	TBD	TR 12:30pm-1:45p	n					
(24601)	0	TBD	Does Not Meet						
ACCT 360 - Accou	nting Inform	ation Systems							

### 7. Click OK to confirm:



**Note:** Sections may be deleted or canceled based on the phase or mode. During certain times, deletions/cancellations will require workflow approval.

## **Cross-lists**

### Creating a cross-list

Cross-listing is used to tie two or more sections together for the purposes of sharing an instructor, meeting time and space, and enrollment numbers. If the cross-list is between two departments, both departments must work together to coordinate the details for the sections. A section must be created by each department (scheduling unit) and then cross-listed.

- 1. Build the first section. This should be the one that is in the department that will have the higher enrollment maximum and that matches the instructor. This will be the parent section.
- 2. Make note of the Subject, Course Number, and Sequence Number. If in Refine Mode, make note of the CRN. The Sequence Number is automatically generated when a new section is created. It is found after saving the section in the list behind the word NEW for new sections in Design Mode.

17031 (0)	U	100	DOCS NOT MILLER
NEW (1)	0	Lewis, Rhonda (E756P579)	Does Not Meet



- 3. Build the second section. This is the child section. Do not add a Meeting Pattern, Room or Instructor.
- 4. Click the dropdown menu for Cross-list With and enter the Subject, Course Number, and Sequence Number or the CRN of the section you are cross-listing with. Select the section from the list. Please note: in design mode, the sections will not have CRN numbers. Instead, they will display as (NEW). Because of this, you will need the Sequence Number of the section you are connecting to. This can be found in the parentheses () after the NEW.

Cross-list With	Select section		
Prerequisites	15960	Q,	
ection Attribut	POLS 121-(15960) (Lecture)		

5. Make sure to fill in the Enrollment Maximum for the second section. The Cross-list Enrollment Maximum field will display with the combined enrollment maximum for the cross-listed pair. There is no need to edit this field.

Enrollment	0 current, 3 prior, 0 waiting	Cross-list Enrollment	
Maximum *	Waitlist Max	Maximum	
10	0	35	

- 6. Click Save Section. The Meeting Pattern, Room, and Instructor will auto populate upon saving.
- 7. Now, when you open either cross-listed section, the other cross-listed section will display in the Cross-list With field.

### Breaking and cancelling a cross-list

- 1. To remove this cross-list, simply click the **red x** next to the Cross-list With course. This can only be done from the child section.
- 2.

Cross-list With COMM 111-(NEW)

3. Change the Enrollment Maximum, Instructor, and Room to prevent conflicts with the parent cross-list course.



4. Cross-listed sections must be removed prior to cancelling one or both of the cross-listed sections.

## Validating a Scheduling Unit

After the schedule is built for the semester in design Mode it must be validated. Click the Validate button.

**NOTE:** You may validate as many times as you wish to check for errors, but make sure to click the Close button when finished reviewing. Do not click the Start Workflow button until ready to submit the entire schedule. Clicking Start Workflow will send the entire scheduling unit through workflow for approval.

- Click Validate found at the top of the window.
   CourseLeaf/CLSS Fall 2024 School of Communication
   50 Courses, 173 Sections ‡ ‡ Registration Phase Design Mode
- CLSS will process each section looking for any issues or rules that have not been met. A list of rules that have been triggered will be listed. You must go back and correct any red errors. Look over the warnings. Validation can be repeated until all errors are corrected.



lidating Scheduling Un	it		3
Total: 73	Complete: 39	Passed: 31	Failed: 8
	Units require Dean approval for ile is required before it can be submi		roval.
03. Workflow: Non-Standa The meeting pattern entered Enter reason in Internal Comr • Show noncompliant sector	does not match our standard meetin nents.	g patterns. Justification is require	ed before approval.
ONC"	a High School Campus, Viewabl		ute must be
• 06a. Campus Code is a Hi	e" to "No". Must add Section Attribut gh School Campus , Viewable must b gh School, Must enter CONC Section	e No	
Enter the appropriate meeting	Method is TCI, the section shou g pattern. If no meeting pattern requ s TCI, the section should have a mee	ired, enter an Internal Comment	
Submit to workflow for review	-		
26. Instructor double boo	k (exclude Inst. Method OLA, CPI) 🛛 🖆	1	
			×C

3. To correct any errors, click the **blue arrow** next to the error. It will open a list of the sections that have violated that rule and you can edit the section to correct it. Double click the course title to get the list of sections. Double click the section to edit. Save the section once all edits are completed.

🗢 06. Error: Campus Code is a High School Campus, Viewable must be No, Section Attribute must be
"CONC"
Must change "Viewable Online" to "No". Must add Section Attribute of "CONC".

Ofa. Campus Code is a High School Campus, Viewable must be No

- 06b. Campus Code is a High School, Must enter CONC Section Attribute 👩
- 4. If you encounter a warning when correcting errors, click **Save As Is** to save the section once done reviewing the warning.



lidation Details	Ø X
The section data you have provided can be saved, however it generated the warnings listed below. Please review items and make adjustments to the section data if you feel they are necessary. If there are no changes to be mad submit this data as-is by clicking the Save As-Is button below.	
05. Warning: Changes have been made after schedule has been published. Consider impact on student advising.	
Changes of this type after schedule has been published may impact student's anticipated schedule.	
05a. Enrollment is 0, and any change to Campus	
05b. Enrollment is 0, and any change to Credit hrs	
<ul> <li>05c. Enrollment is 0, and any change to Instructional Method</li> </ul>	
<ul> <li>05d. Enrollment is 0, and any change to Meeting Pattern</li> </ul>	
05e. Enrollment is 0, and any change to Part of Term	
× Close	✓ Save As-Is

5. Once those are cleared, you can click Start Workflow to initiate all of the triggered workflows.

Validating Scheduling U	Init		ΘX		
Rule Validation Complete					
Total: 73	Complete: 73	Passed: 69	Failed: 4 🖆		
<ul> <li>O1. Workflow: Schedulin</li> <li>Submit to workflow for app</li> <li>All Sections I </li> </ul>	g Unit submissions from Design N roval.	Node to Refine Mode require a	approval.		
<ul> <li>O3. Workflow: Non-Stan</li> <li>The meeting pattern entered</li> <li>Enter reason in Internal Content</li> <li>Show noncompliant see</li> </ul>	d does not match our standard meeti mments.	ng patterns. Justification is require	d before approval.		
Submit to workflow for revi	r <b>is double-booked, route to Regis</b> ew. bok (exclude Inst. Method OLA, CPI) _ ピ				
Submit to workflow for revi	<b>Ible-booking requires Registrar re</b> ew. n <u>g requires Registrar review (exclude r</u>		setto.yes) 🖆		
⊞ Export		× Close	start Workflow		

## Editing a Section

- 1. To edit a section, navigate to the Instance and Scheduling Unit.
- 2. Locate the course that needs to be edited and double click it.
- 3. Locate the section and double click to open it.



4. Make the appropriate edits using the **pencil icons** and **drop-down menus**.

### Common edits

### Instructor

1. Click the **pencil icon** next to the Instructor name to edit.

Instructor		1
Gonzalez, Barbara	)	

Select a new name from the list or select other and enter text to search for the name.
 NOTE: If you cannot locate the instructor, verify the instructor's employment status and contact schedulebuilding@wichita.edu to have them added.

Instr	uctor	
M 1	pm-3:50pm	
*	Gonzalez, Barbara (	×
	Crabtree	Q,
<u> </u>	Crabtree, Gina (	

3. Click Accept to save the change.

### **Meeting Pattern**

- **1.** Open the section.
- 2. Click on the Meeting Pattern in blue text.





- 3. The Snapper Tool opens allowing you to see any other sections of this course that are scheduled for the semester. Select the desired meeting pattern from the grid or enter a custom meeting pattern (see Meeting Pattern/Snapper section above for more details).
- 4. Changes to Meeting Pattern after students are registered in the section require the Registrar staff to drop and re-add all enrolled students. Any student that has a time conflict with the new meeting pattern will not be re-enrolled into the section. NOTE: The department is responsible for notifying all registered students of the meeting pattern change prior to making the change in CLSS.
- 5. Internal Comments are required when a meeting pattern is changed after students have been registered in the section.
- 6. The section will go through workflow for approval/processing.

### Rooms

- 1. Open the section.
- 2. Click the dropdown menu for **Room**.
- 3. Change to the desired room.
  - a. Changing to a General Assignment Room will require workflow to the Registrar's Office for room assignment.
  - b. Select No Room Needed only if you are cancelling or reserving a section or there is no meeting pattern.
  - c. Use Department Assigned or Arranged when the room is not a schedulable classroom or when meetings will be arranged with the faculty and not in a set space.

### **Enrollment Maximum**

- 1. Open the section.
- 2. Edit the number in the Maximum box.
  - a. The Enrollment Maximum needs to be equal to or smaller than the capacity of the assigned room. If the new Maximum is too large or too small for the assigned room, choose a different department-controlled room or change Room to General Assignment Room to have the Registrar's Office assign a new room.



- b. Changing the Enrollment Maximum and needing a different General Assignment Room will be impacted by room availability. Contact <u>schedulebuilding@wichita.edu</u> before making changes that require a room change to verify a room will be available.
- 3. Save Section.

### Other Edits

If enrollment is greater than zero in a section, any edits to the following will require the Registrar's Office to drop and add enrolled students: **Credit Hours**, **Part of Term**, and **Instructional Method**.

**Campus** – Make sure to edit the room when changing campus. Any changes in Review Phase and beyond will send an FYI to Registrar.

**Grade Mode** – Any changes to Grade Mode after registration exists in the section will require Registrar approval. The grade mode must be updated for each student in Banner.

**Restrictions** – See Restriction section

**Special Approval** – Co-ops are required to enter a special approval of **DP**, **CO**, or **HN**. Carefully consider adding a Special Approval to any other section as it will then require all students who attempt to register for the section to call the office identified in the approval message to receive an override to be able to register for that section.

### **Cancelling a Section**

During the Plan Phase in Design Mode, it is best to simply delete the section. Cancelling a section should be done in Refine Mode. This is done differently depending on what phase it is in.

**NOTE:** It is the department's responsibility to notify any registered students of the cancellation prior to cancelling the class. Students will need to drop the class from their schedule. To get a list of students in the class, run the RO00045 or the RO00029 report in WSU Reporting.

Before students are registered in the section and after all students have been dropped from the section, the status can be changed to Cancelled.

### **Registration phase**

Once students are registered in the section the section must be set to Pending Cancellation.

To see if registration exists in the section, look next to Enrollment. The number of registered and waitlisted students will be listed.



Enrollment		2 current, 36 prior, 0 waiting
Maximum *	Waitlie	t May

- 1. Open the section.
- 2. Remove the Meeting Pattern by clicking the red x next to the blue text.

3.

Meeting Pattern	
🋗 M 1pm-3:50pm	×

- 4. It will now read Does Not Meet and the room will change to No Room Needed.
- 5. Change the Status to Pending Cancellation.

Status	Active	~
Approval	Active	
	Cancelled	
≥ Mode *	Pending Cancellation	
strictions	Reserved	

- 6. Click Save Section.
- 7. The **Validation Details** window will display informing you that the section must go through workflow. Click **Start Workflow**.

### **Using Filters**

**NOTE:** You should check your Pending Cancellation sections often. Once enrollment is at zero the section should be set to Cancelled. To check in CLSS for all sections Pending Cancellation, use the Filter in the Scheduling unit.





2. The **Filter Sections** window opens. Navigate to **Section** and click it to expand the menu below it.

Filter Section	ons
Criteria	Codes
> Course	
> Course R	Restrictions
> Course P	rerequisites
> Course S	upplemental Data
> Section	
	Scheduling Unit: CHEM

3. Search for the Status Code field and enter a P.

Special A	pproval Code:		
	Status Code:	Р	

- 4. Click **Apply** and a list of all sections with a Status of Pending Cancellation will be displayed.
- 5. Double Click the section to view enrollment. If at zero, change Status to Cancelled.

### Start of Term phase

Once the semester has started, all sections changed to Pending Cancellation or Cancelled will be sent through workflow to be approved. The steps are the same as above.

## Restrictions

**NOTE:** Any changes to restrictions will require an Internal Comment to be entered explaining the reason for the change.

Restrictions are used to control which populations can or cannot enroll in a section. Most of the time, the only restrictions needed are those that come from the course level in Banner. However, some departments use restrictions to manage the seats in different sections of the same course. To edit the restrictions, do the following.

1. Open the Section for editing.



2. Click the **pencil icon** next to the list of Restrictions.



3. Click the **pencil icon** next to the type of Restriction that needs to be edited or click the **x** to remove the restriction.

Section Restrictions		0 X
	Current Restrictions	
Select a restriction type to edit 🌩	Classification to EXCLUDE 01 - Freshman No Expiration Date 02 - Sophomore No Expiration Date	©^
	College to INCLUDE EN - College of Engineering No Expiration Date GR - Graduate School No Expiration Date	O
	<ul> <li>Field of Study - Major to INCLUDE</li> <li>G35A - Computer Science</li> <li>No Expiration Date</li> <li>G35E - Computing</li> <li>No Expiration Date</li> <li>G35G - Data Science</li> <li>No Expiration Date</li> </ul>	O
	Degree: None	
	C Department: None	-
	× Cance	el 🗸 Accept

4. Click the **x** to remove a restriction, change the selection from Include to Exclude, or add a restriction option by clicking the **green plus sign**. When done editing that Restriction, click **Update** to save or **Cancel** to remove all changes made.



Section Restrictions					
Editing: College					
● Include ○ Exclude					*
EN - College of Engineering	~	No Expiration Date	~	0	
GR - Graduate School	~	No Expiration Date	~	0	
Add College					-
Cancel		Update 🔸			

**NOTE:** Classification, Level, and Student Attribute cannot be changed. Use Field of Study - All to include or exclude both majors and minors. Listing them as Field of Study – Major and Field of Study – Minor will require both conditions to be met (ex – the section is marked with both Field of Study – Major to include undergraduate psychology majors and the Field of Study – Minor to include psychology minors, Banner will look for the student to be both a psychology major and minor in order to register for that section).

## Badges

Badges will roll from one semester to the next if a roll of the schedule is done. Because badge courses are part of the roll, make sure to delete any badge courses that won't be offered in the semester. Badge courses must have the correct Section Attributes and Section Restrictions applied when created. The BG Section Attribute will carry over from the course when the section is created.

- 1. Badge courses are always online so the **Campus** should be set to **O**, **Instructional Method** to **OLA**, and the **Room** to **OL**.
- 2. Set the Meeting Pattern to Does Not Meet.



tion Informa	tion					Fall 20	024, MGM
Title/Topic	BG: Designing Jobs	(Default Value)	~	Part of Term *	1 (Full Term) (8/19/24 to 12/12	2/24) 🗸	
Campus *	O (Off-campus)		~	Credit Hrs	0.5		
nst. Method *	OLA Online Asynch	Instruct	~	Status	Active	~	
wable Online	Yes		~	Special Approval	(None Assigned)	~	
Course Type	Seminar		~	Grade Mode *	Badge (Default Value)	~	
ross-list With	Select section		~	Restrictions	Degree 🖌		
<b>tructor</b> kova, Gergana	(K234N828)	Room			Meeting Pattern		
ollment		0 curre	nt, 0 prior, 0 wai	ting Section Note			
laximum * I0		Waitlist Max					
ernal Comme	ents						

- 3. Add the section attributes. All International Badges require a Section Attribute of **MTB**. International Badge courses should be created using the Market-Based process (see Market-Based Tuition section for more details). One of the below Section Attributes must be added to the section depending on which type of badge is being created.
  - Degree Bound Badges require the Section Attribute of **BGD** and Part of Term of **1**
  - Non-Degree Bound Badges require the Section Attribute of BGN and Part of Term of BG
  - International Badges require the Section Attribute of BGI and Part of Term of BG
    - a. Edit the Section Attributes by clicking the pencil icon.





### b. To add an attribute, click the green plus sign.

Section Attributes	0 X
Attribute	Ð
UNIV (Course from 4-YR School)	
A (Div A Human+FineArts)	
MTB (Market-Based Course)	۵
× Cancel	✓ Accept

c. Click the arrow next to Select that appears at the bottom of the list and choose the appropriate badge attribute. Repeat steps b and c until all needed attributes have been added.

Select	
Select	
BGD (Badge Course - Degree Bound)	
BGI (Badge Course - International)	
BGN (Badge Course - Non-Degree Prof)	
LLSR (Lifelong Learning Senior Resid)	

### d. Click Accept.

3. The Restriction for Badge courses defaults to Include NODEG. Restrictions will need to be edited for degree-bound badge courses. To do this, click the **pencil icon** next to the Restrictions.



Section Informa	ation			Fal
Title/Topic	BG: Designing Jobs (Default Value)	~	Part of Term *	BG (Badge Full term) (8/19/24 to 12/12/2 🗸
Campus *	O (Off-campus)	~	Credit Hrs	0.5
Inst. Method *	OLA Online Asynch Instruct	~	Status	Active 🗸
Viewable Online	Yes	~	Special Approval	(None Assigned)
Course Type	Seminar	~	Grade Mode *	Badge (Default Value)
Cross-list With	Select section	*	Restrictions	Degree Z

a. The **Section Restrictions** window opens. Click the **pencil icon** next to Degree to edit the restriction.

		0 X
	Current Restrictions	
Select a restriction type to edit 🕈	Degree to INCLUDE NODEG - Attended - No Degree	0
	Classification: None	
	College: None	
	Department: None	
	Field of Study - All: None	
	Field of Study - Concentration: None	
	Field of Study - Major: None	
	Field of Study - Minor: None	
	C Level: None	
	Student Attribute: None	
		-
	× Canc	el 🗸 Accept

b. Click the **radial button** next to Exclude to change it from Include to Exclude. Click **Update**.



Section Restrictions	
Editing: Degree	
O Include 🖲 Exclude	*
NODEG - Attended - No Degree 👻 No Expiration Date 🛛 😵	
• Add Degree	-
Cancel Update >	

c. The Restriction now is set to Exclude NODEG. Click **Accept** at the bottom of the window to save.

## **Market Based Tuition**

#### **Market Based Section Attribute**

When creating a market-based tuition CRN, it will be created as if creating a regular CRN in CLSS; however, you will add the "MTB (Market-Based Course)" section attribute.

1. Under the **Section Attributes** portion of the Section Editor, click the **pencil icon** to add a section attribute



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Create Section	n – PSY 111: General Psycho	logy				0 0 X
Section Informa	ation					Fall 2024, PSY
Title/Topic	General Psychology (Default Value	e) 🗸	Part of Term *	1 (Full Term) (8/19/24 to 12/12/24)	~	
Campus *	W (WSU West 37th N & Maize)	~	Credit Hrs	3		
Inst. Method *	TCI 100% In-Person Instruction	~	Status	Active	~	
Viewable Online	Yes	~	Special Approval	(None Assigned)	~	
Course Type	Lecture	~	Grade Mode *	Standard Letter	~	
Cross-list With	Select section	~	Restrictions	None 🖋		
Prerequisites	None					
Section Attribut	tes	1	Course Attrib	outes		
None Selected		_	UNIV (Course from 4-YR School)			A
				cial+Behav Sci Disc) cial+Behav Sci Intro)		•
Instructor	🖉 Rod	om *	-	Meeting Pattern		
TBD	Ge	neral Assignment Roor	n 🗸	🛗 MW 9:30am-10:45am 🛛 🗙		

2. Click the **green plus sign** to add a section attribute, then click the down arrow to see the list of section attribute options

Section Attributes	Ø X
Attribute	> 0
Select	
	X Cancel

3. Select the "MTB (Market-Based Course)" attribute, and then click "Accept"



Section Attributes	8 X
Attribute	0
MTB (Market-Based Course)	6
	✓ Accept
Select	
BGD (Badge Course - Degree Bound)	
BGI (Badge Course - International)	
BGN (Badge Course - Non-Degree Prof)	
LLSR (Lifelong Learning Senior Resid)	
MTB (Market-Based Course)	
SAWC (Shocker Academy West Campus)	

### **Market Based Internal Comments**

Internal comments are required when creating a Market Based Tuition section. In the **Internal Comments** section, there is specific verbiage required to submit the request. The items required in the Internal Comments section can be lengthy, so to expand the field, click and drag the lower right corner outward.

Enrollment		0 current, 0 waiting	Section Note	
Maximum *	Waitlist Max		None Assigned	
Internal Comments				

The words underlined below are required (with justification) in the Internal Comments section:

<u>Purpose</u>: What is the purpose of the MBT course?

Strategic Benefit: How does this request align with WSU Strategic Goals?

Additional Information: Provide any additional information related to this MBT course



<u>Department</u>: List the department(s) involved. If there are multiple departments involved, list them all

<u>Fund #</u>: List the fund # of department(s) involved. If there are multiple departments, list them in corresponding order as the departments listed above

<u>Org #</u>: List the org # of department(s) involved. If there are multiple departments, list them in corresponding order as the departments listed above

<u>Amount</u>: Provide amount (\$\$) being distributed to each department and if it should be bill (per credit hour) or flat (per student)

Proposed Fee: Provide overall proposed fee

Bill or Flat: Will the proposed fee be bill (per credit hour) or flat (per student)?

Enrollment		0 current, 0 waiting	Section Note	
Maximum *	Waitlist Max		None Assigned	
Internal Comments				
Purpose:				
Strategic Benefit:				
Additional Information:				
Department:				
Fund #:				
Org #:				
Amount:				
Proposed Fee:				
Bill or Flat:				
		10		

#### Market Based Workflow

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After all the details of the Market Based Tuition section have been added to the Section Editor, click "Save Section" like you would for any other section. Resolve any errors that may be unresolved, then "Start Workflow" once the errors are resolved.

Any Market Based Tuition section that is created must go through workflow for approval. The workflow includes the following personnel:

- Registrar's Office Schedule Supervisor
- Academic Affairs Executive Assistant
- Designated Department Chair



- Designated College Dean
- Associate Vice President of Academic Affairs

Once the Market Based Tuition section has gone through the workflow, the initiator (schedule builder) will receive an FYI email notifying them that the section has been approved. This is when the CRN number will be provided.

Please note that any changes to a Market Based Tuition section after it's gone through the workflow will have to go through the workflow again. It is crucial that items related to the section are as accurate as possible.

