CLSS Comprehensive Guide

Version 1.2

Updated 10/26/2025

Wichita State University
Office of the Registrar

Table of Contents

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

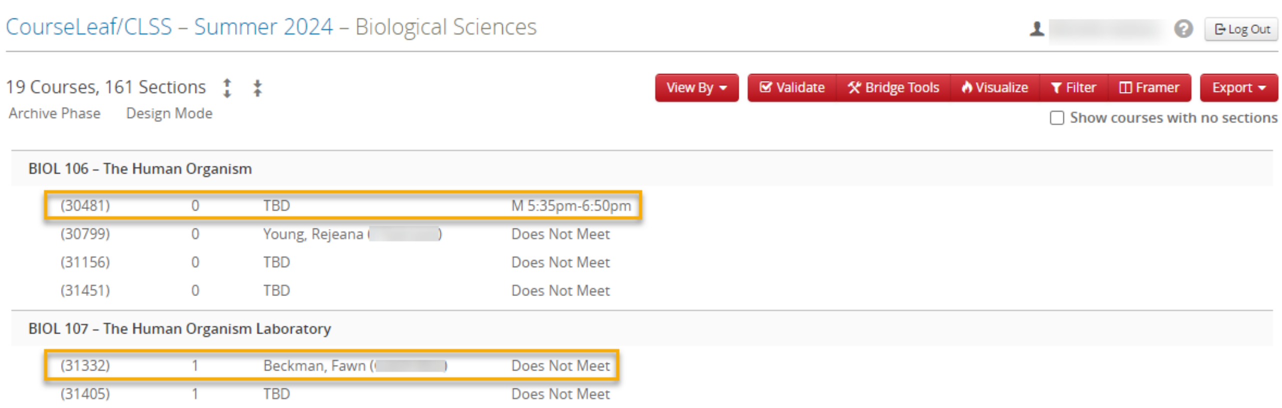
Navigating to CLSS

CLSS can be accessed by opening an internet browser and navigating to https://nextcatalog.wichita.edu/wen/

CLSS Terminology

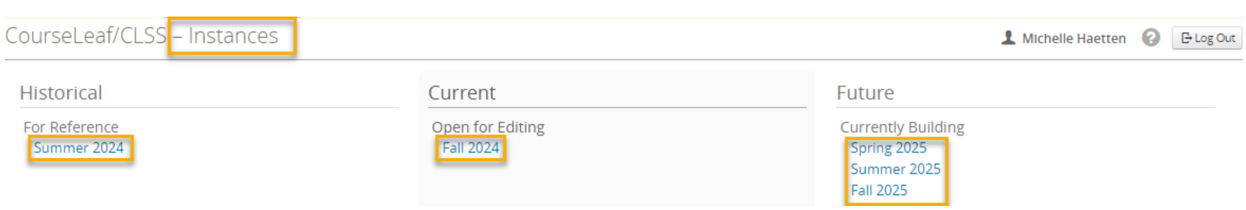
Section

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:



Instance

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



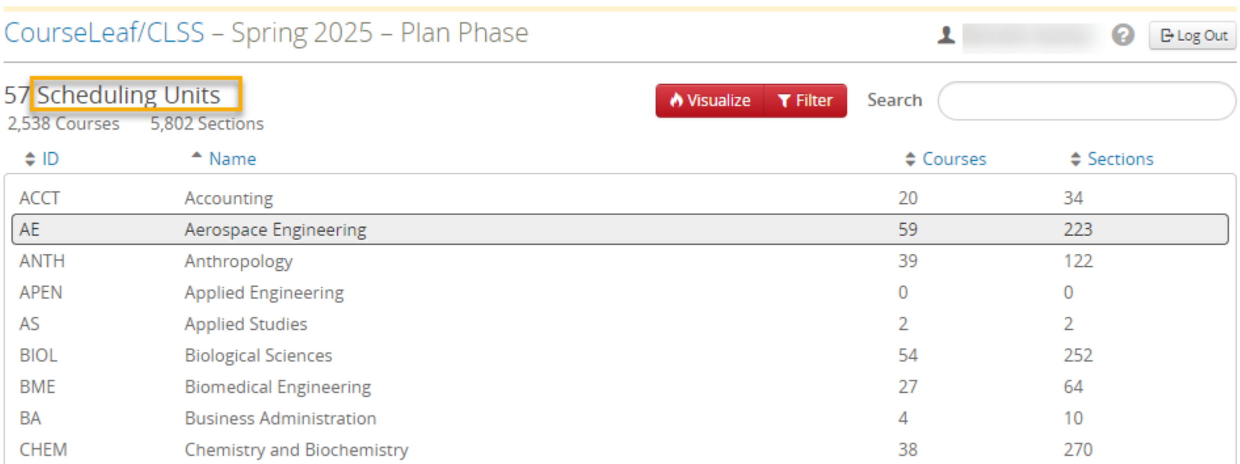
- Historical: Past academic semesters
- Current: The academic term that is in session

- Future: The upcoming academic terms that are being built.

Academic Term	Format	CRN Format
Fall	202410	1xxxx
Spring	202420	2xxxx
Summer	202430	3xxxx

Scheduling Unit

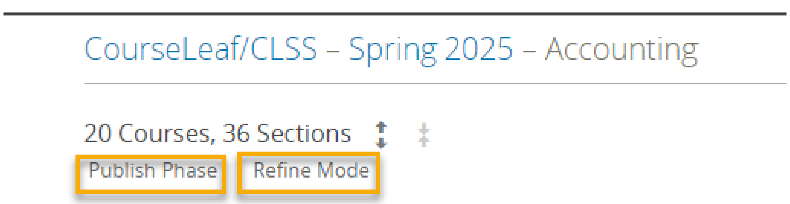
A **scheduling unit** (aka department) is the group of courses maintained by a schedule builder:



ID	Name	Courses	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

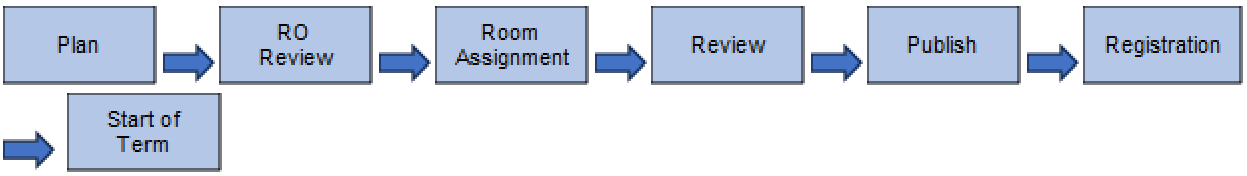
There are two modes associated with CLSS: **Design mode** and **Refine mode:**

- 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.

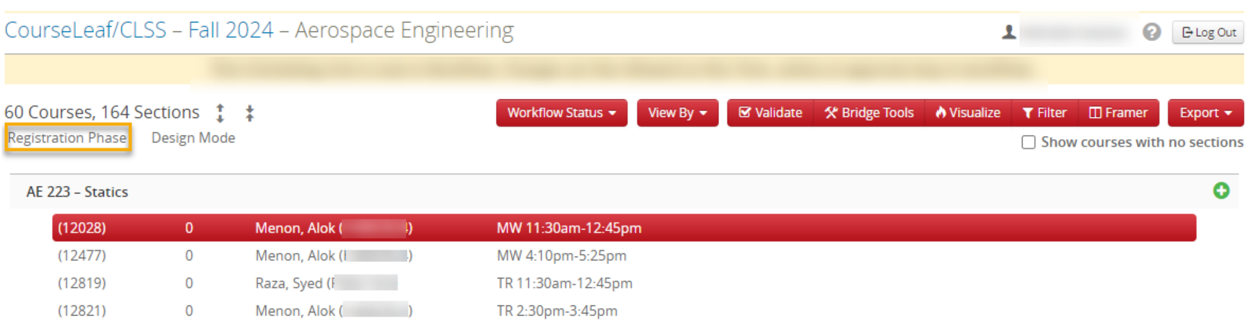
- During **Refine mode**, changes to sections are validated and sent through workflow when each section is saved. Banner is the Source of Truth during Refine Mode. Sections will be assigned a CRN once they have bridged to Banner.

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:



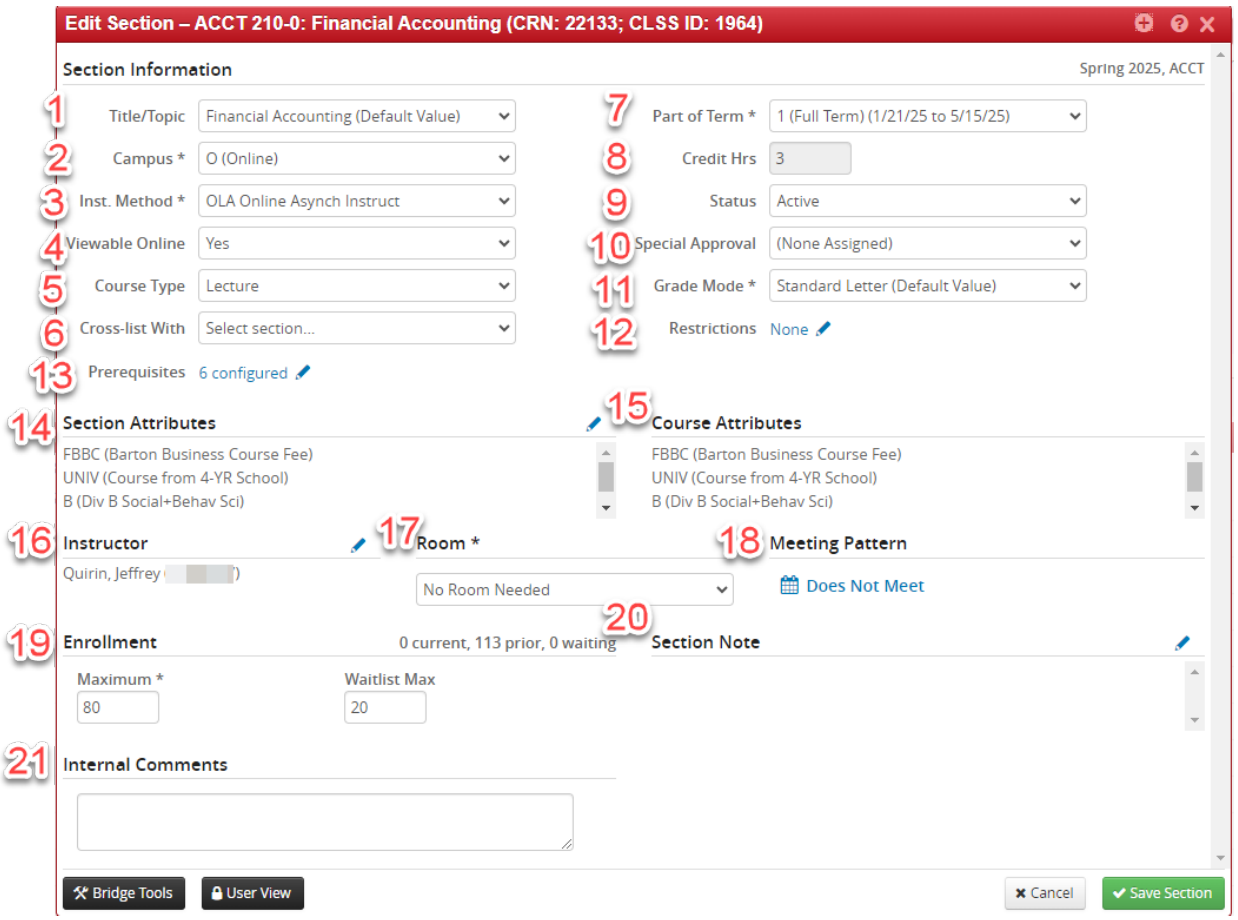
Rules

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



Fields

1. **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.

2. **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 schedulebuilding@wichita.edu 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

8. **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 schedulebuilding@wichita.edu.

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 schedulebuilding@wichita.edu 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.

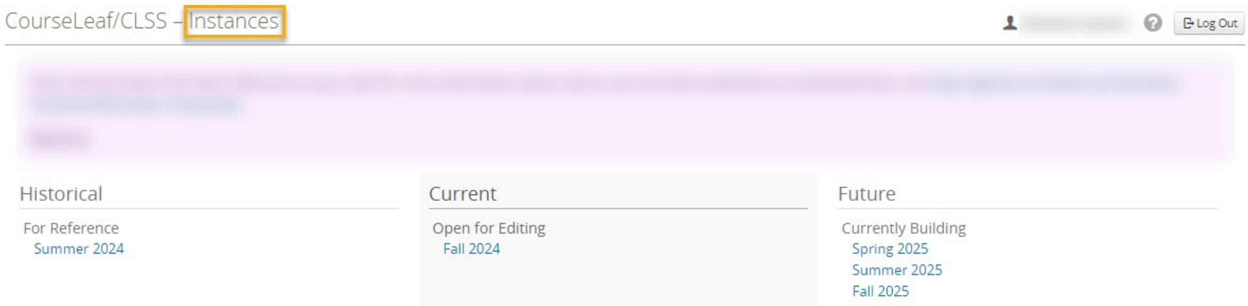
19. **Enrollment:** Enrollment has two boxes, Maximum and Waitlist Max. Maximum is required and is the maximum number of students who can enroll in a section. Make sure to enter a reasonable number into this field based on past enrollment and expected growth for the course. Waitlist Max will control 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.

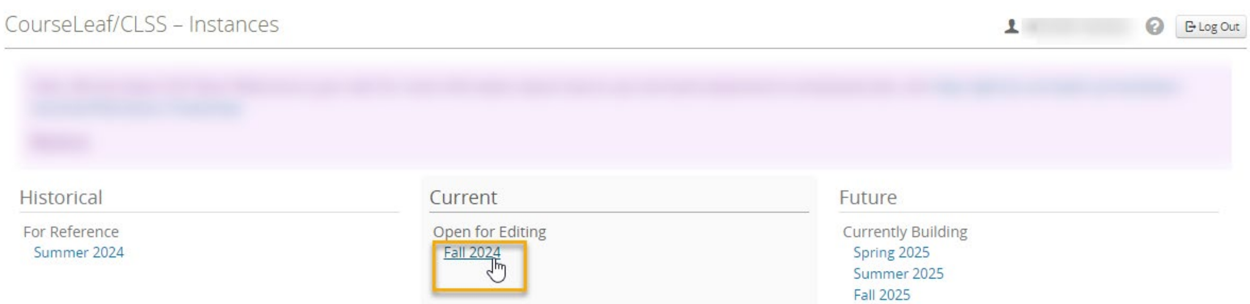
21. **Internal Comments:** Internal Comments are messages that will not be displayed to students. This field will be used to convey information to the Registrar's Office or other Approvers about the class. Market-Based classes require very specific verbiage to be entered in this field. See section on Market-Based classes for more information. Changes

Creating a new section

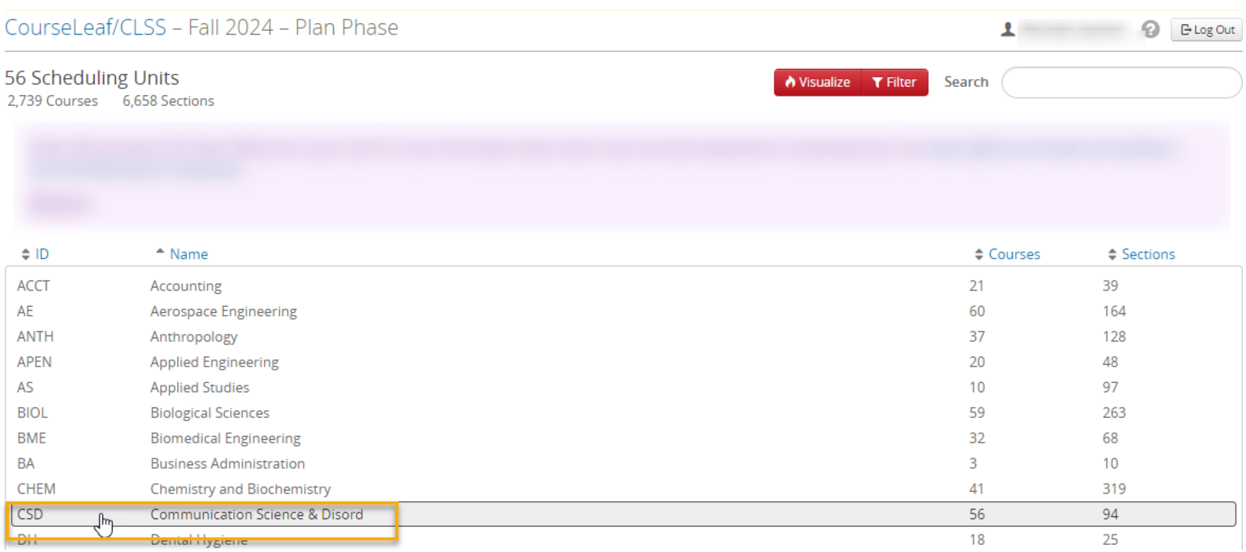
1. Navigate to the **CLSS Instances** screen**:**



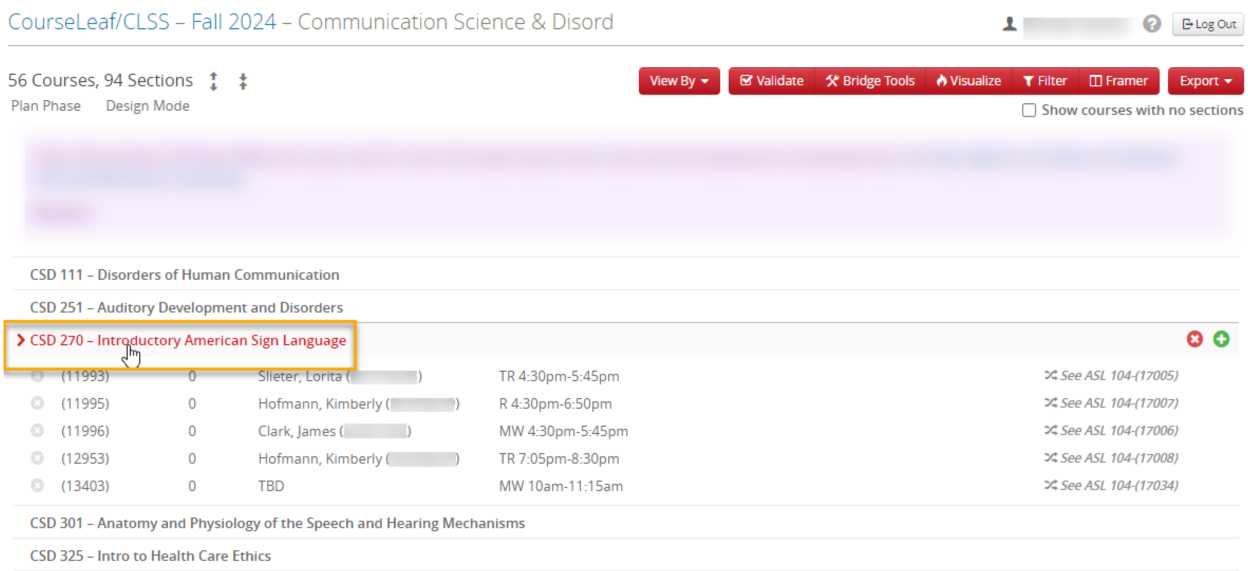
2. Click to open an instance:



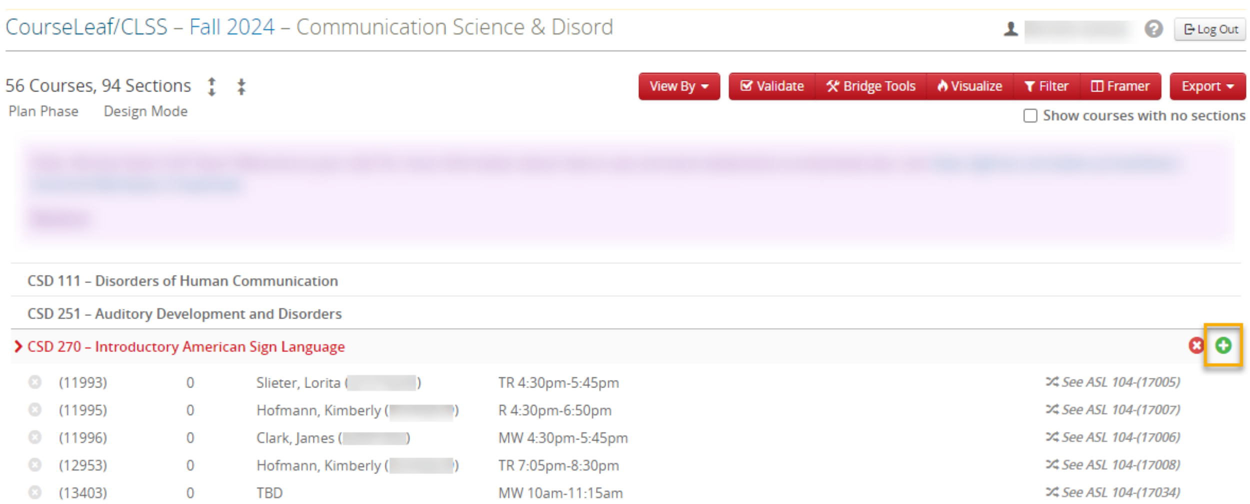
3. Double-click to open a scheduling unit:



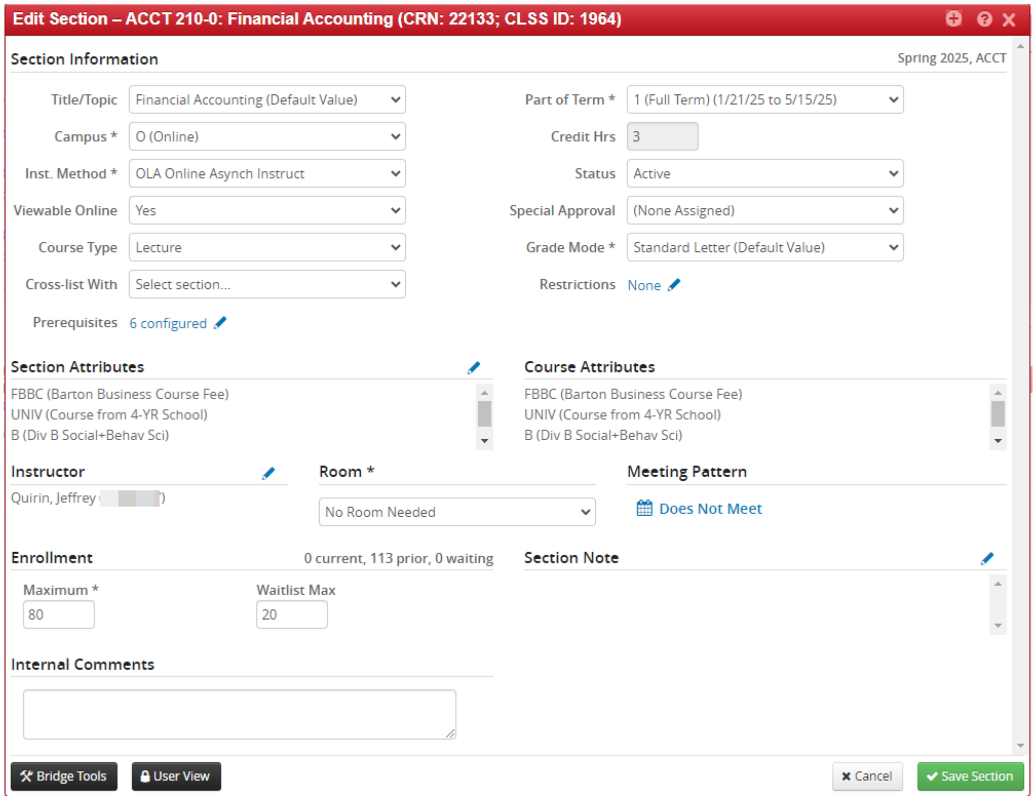
4. Double-click the course to view sections within. If the course you are wanting to create is not in the list, click the box next to Show courses with no sections at the top right of the screen.



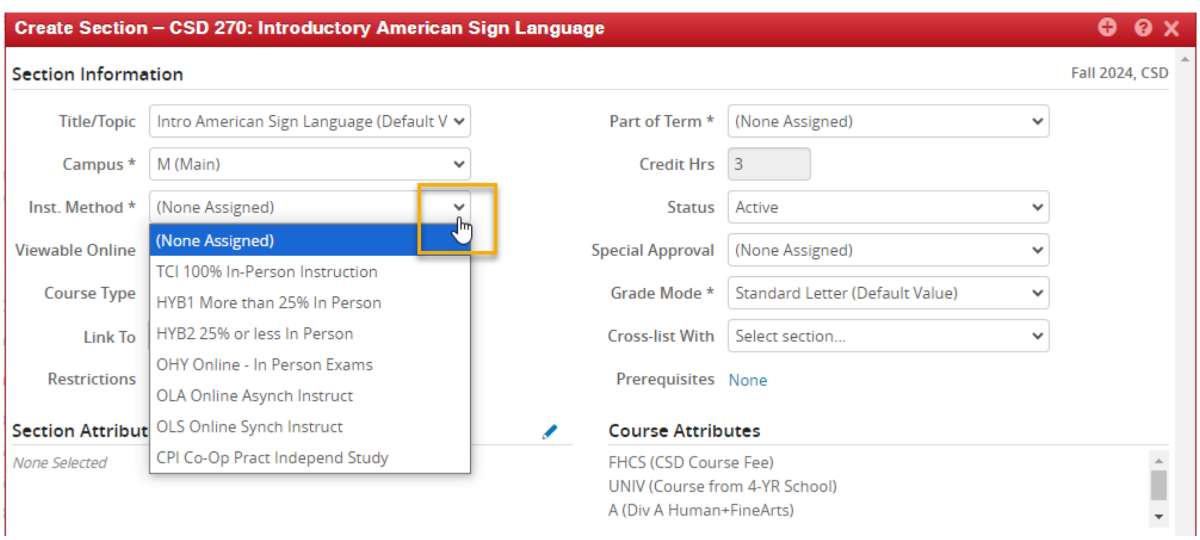
5. Click the **green plus sign** to the right of a course to add a new section:



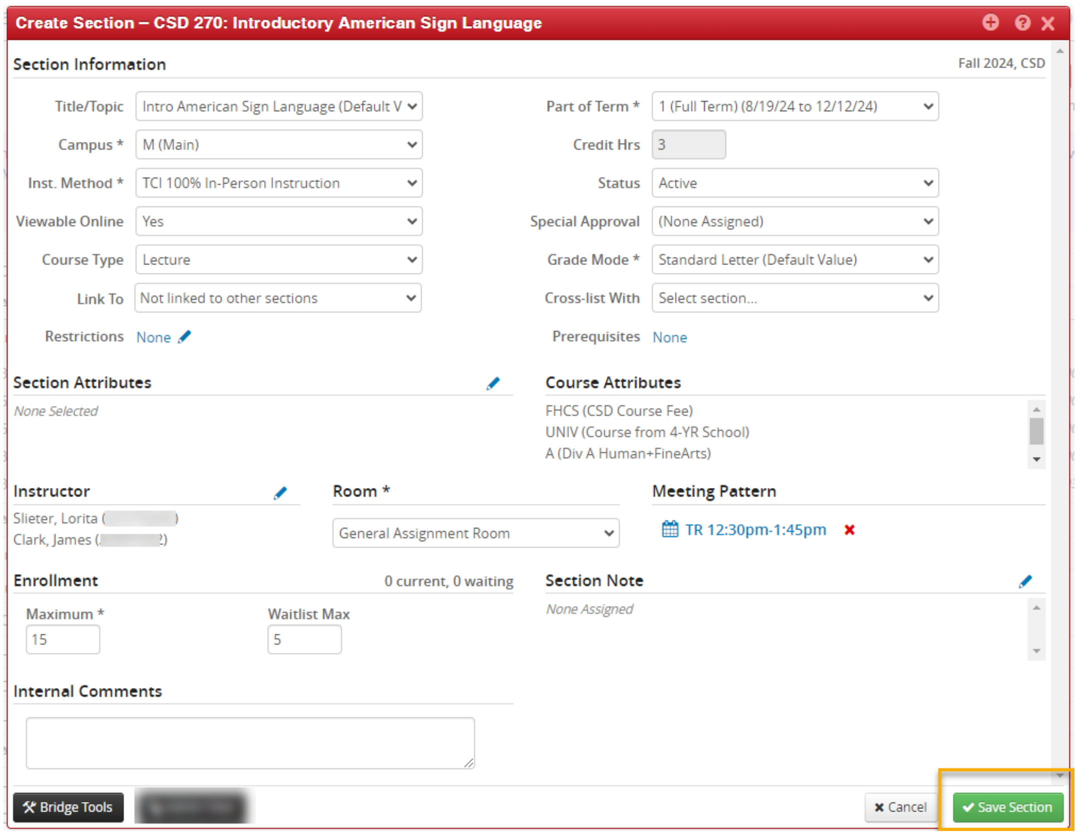
6. The **Section Editor** window appears:



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.



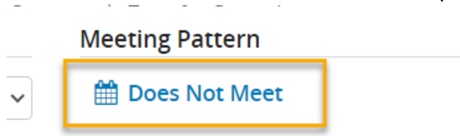
8. Click **Save** to create the section. (Click **Cancel** to close without saving.)



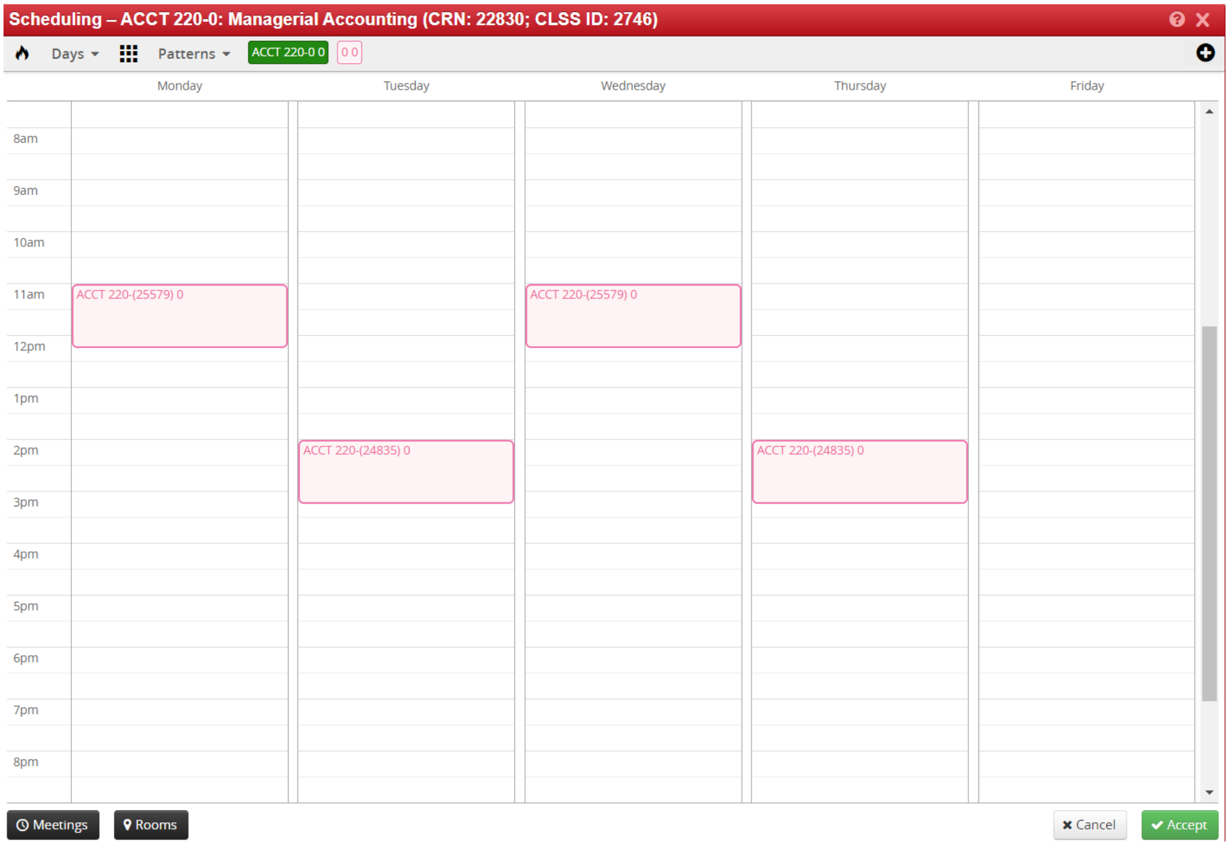
Meeting Patterns/Snapper

The Meeting Pattern is created by using the Snapper Tool.

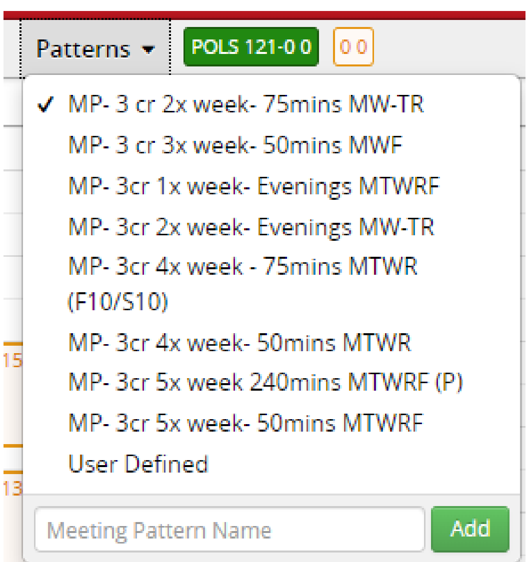
1. Click on the text **Does Not Meet** (or a Meeting Pattern that already exists) to edit.



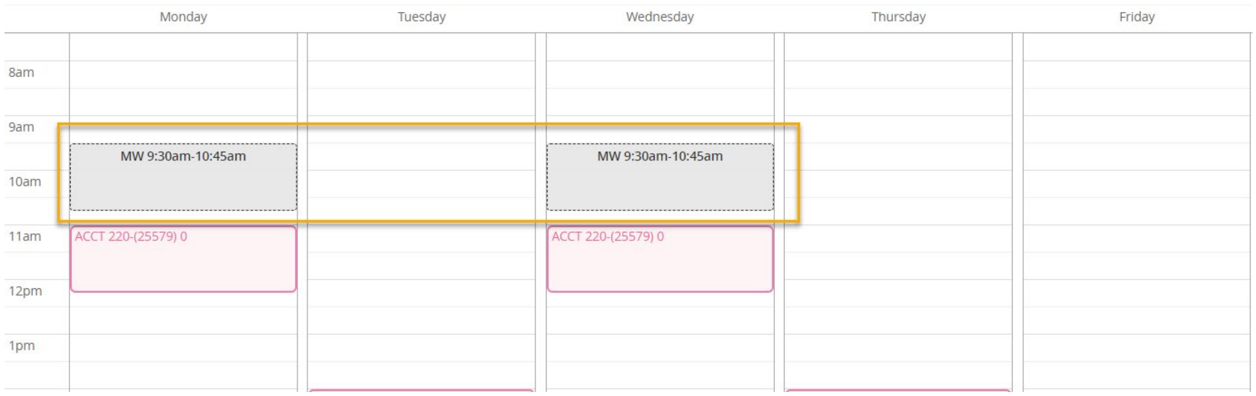
2. The **Snapper** opens. Any section of this course already scheduled will be visible in this screen.



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.



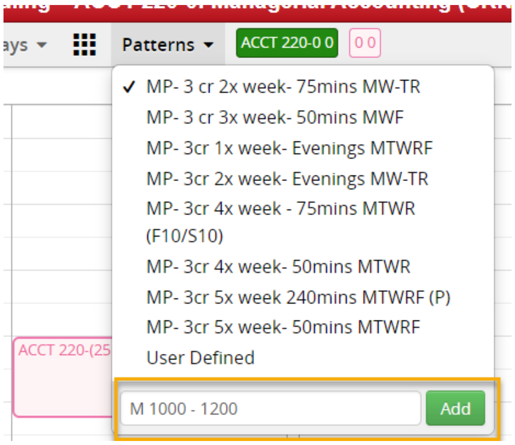
5. Click on the one needed to create it. The boxes turn green to show which Meeting Pattern was selected.

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.

9. 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).

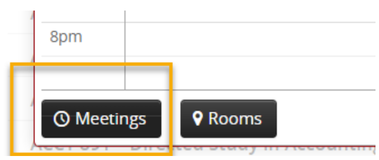


10. Click **Add**.

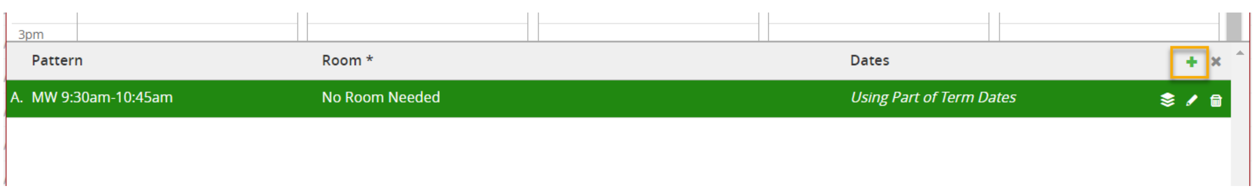
11. Click **Accept**.

Multiple Meeting Patterns and Date-Based Meeting Patterns

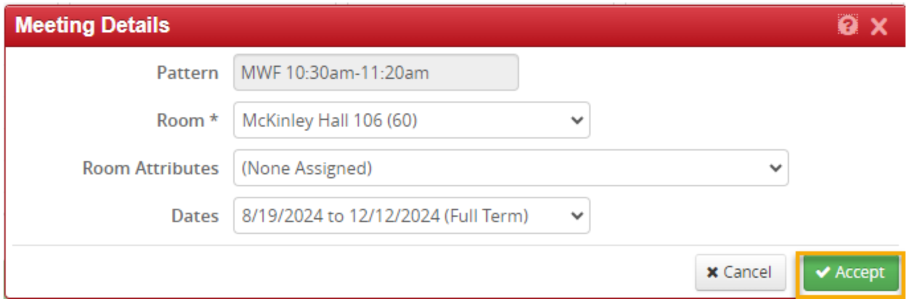
1. If the section requires multiple meeting patterns, enter the first pattern and then click the **Meetings** button at the bottom left of the screen.



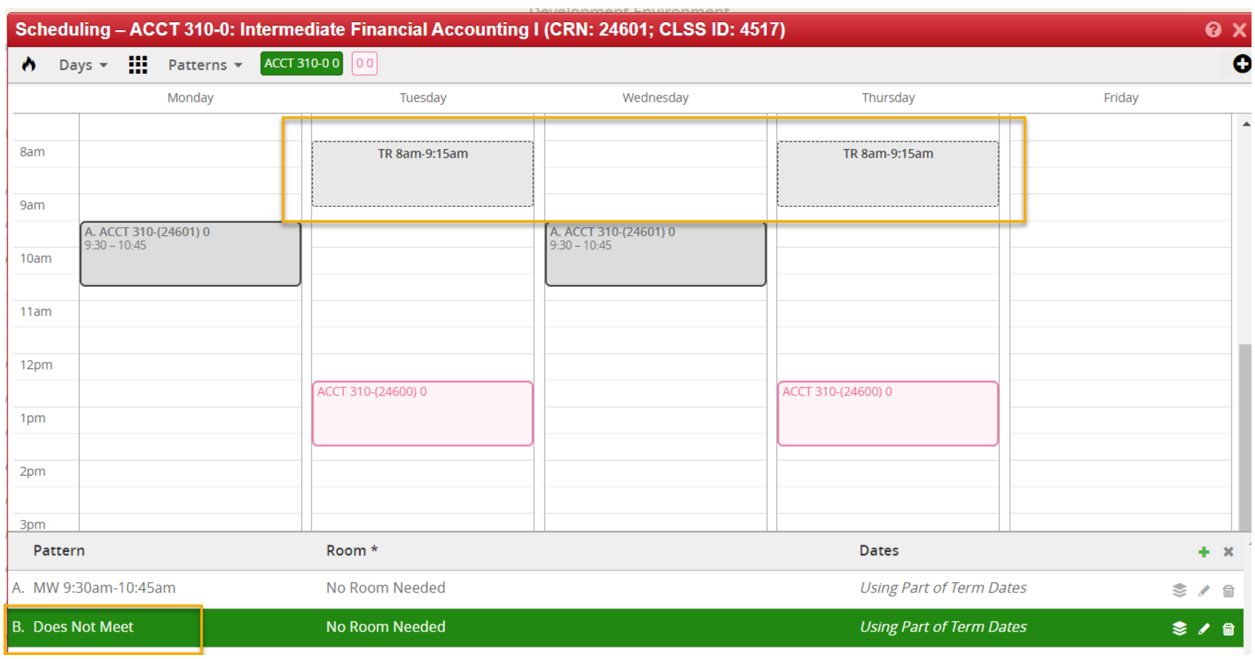
2. That meeting pattern is listed. Click the **green plus sign** to add an additional meeting pattern.



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



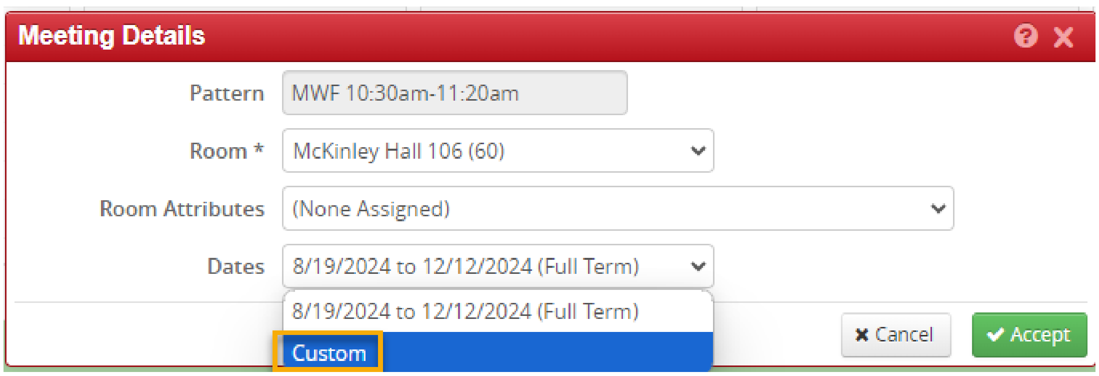
5. Once all meeting patterns have been entered, click the **grey x icon** to collapse this window.

6. Click **Accept** to save the meeting patterns.

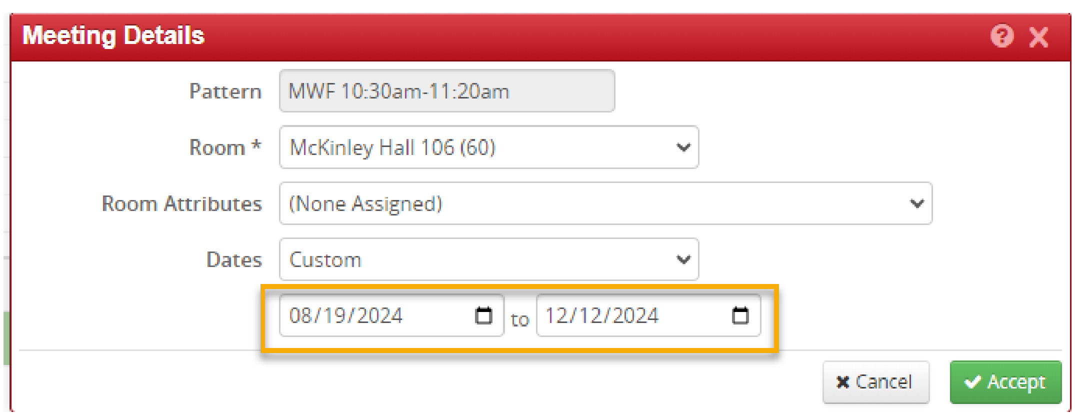
Adding Dates:

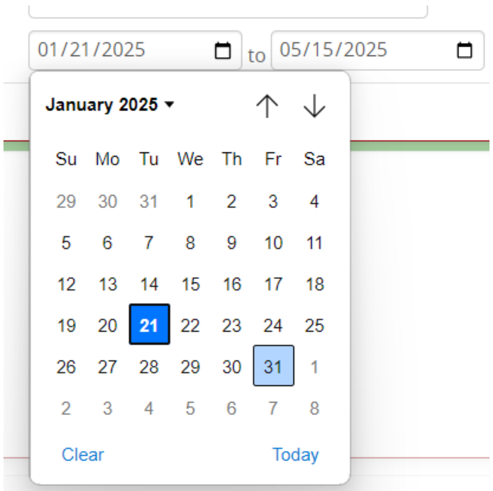
1. Dates can be added to any meeting pattern by clicking the **pencil icon** in the listing for that pattern.

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



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





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.

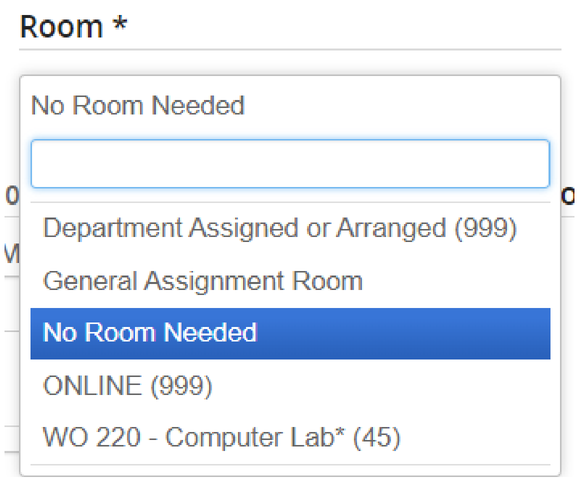
6. Click **Accept** to save the created meeting patterns.

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.



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:

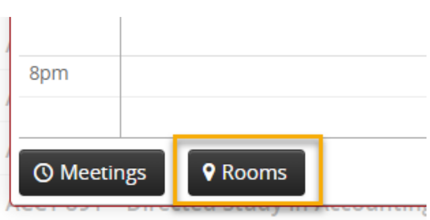
    Department Assigned or Arranged – use this if the section has a meeting pattern, but the meeting space is not a classroom (ex. Meeting in a specialty conference room or a faculty lab or office). This must be chosen if the class has a meeting pattern and does not need to be assigned to a room in the list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

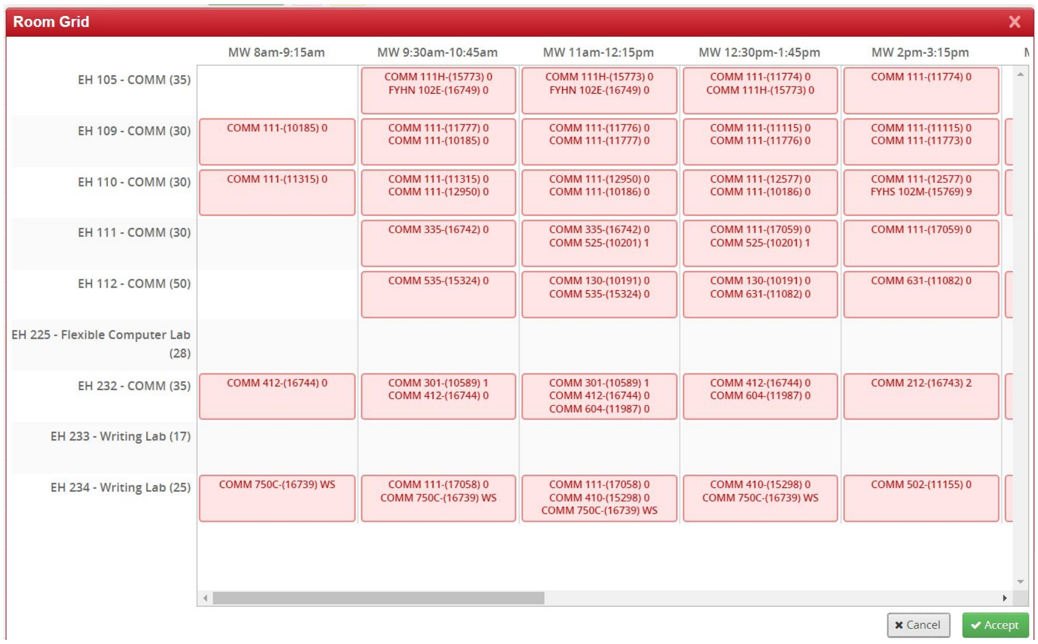
    OL – all online classes must use this room. This cannot be used by any other instructional method.

    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.

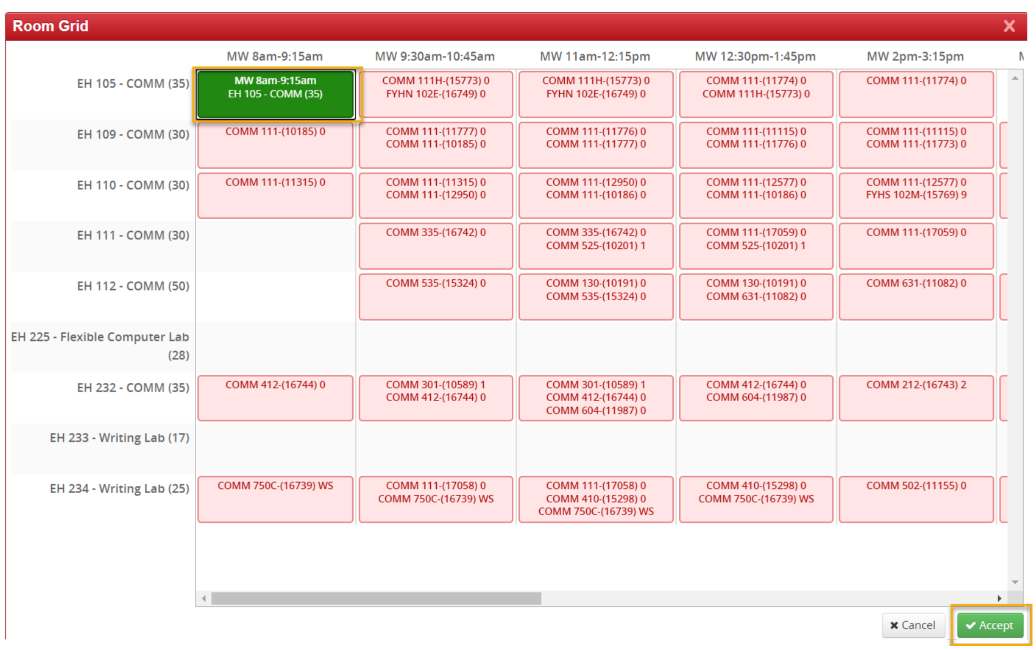
4. Click **Rooms** at the bottom left of the window.



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

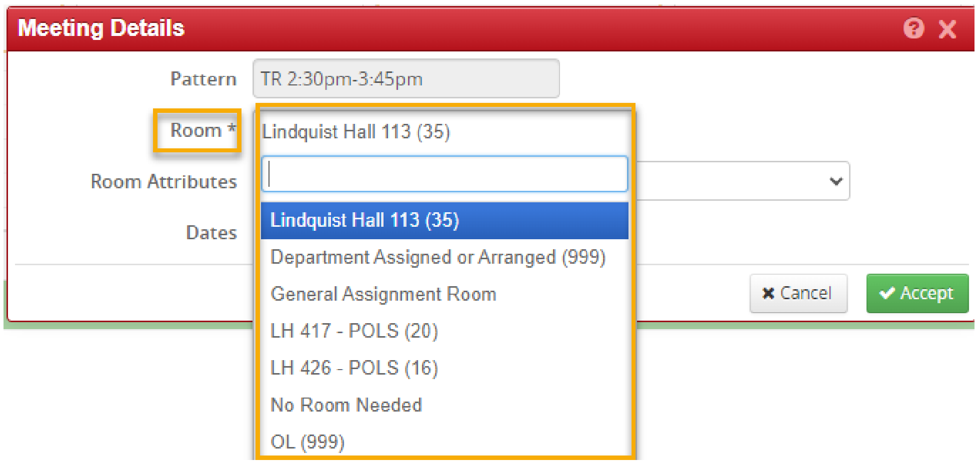


6. To add the room from this screen, click in the grid in the meeting pattern desired. It will add a green box to show it has been added. Click **Accept**.



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

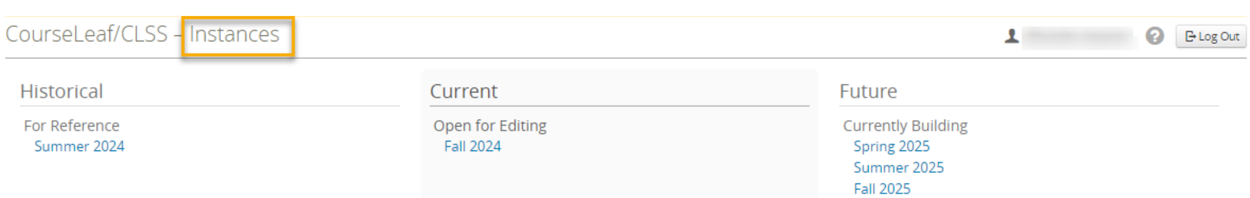


Room Overrides

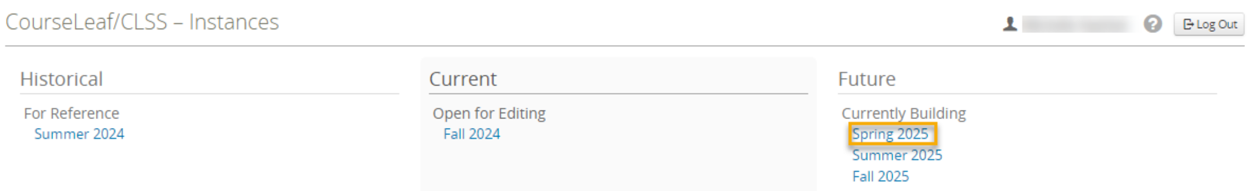
If a room needs to be assigned to multiple CRNs at the same time, the Registrar's Office will add the room override to the section. CLSS will prompt a workflow if a room controlled by the department has been added to more than one section at the same time. If using a General Assignment Room, add an Internal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

Deleting a section

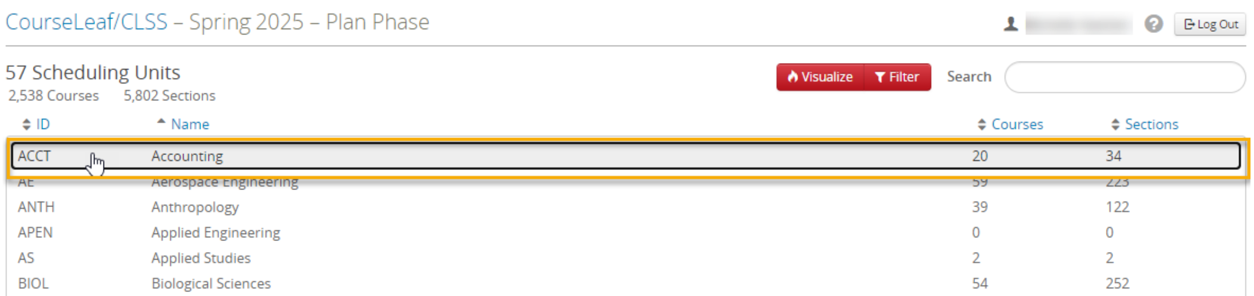
1. Navigate to the **CLSS Instances** screen**:**



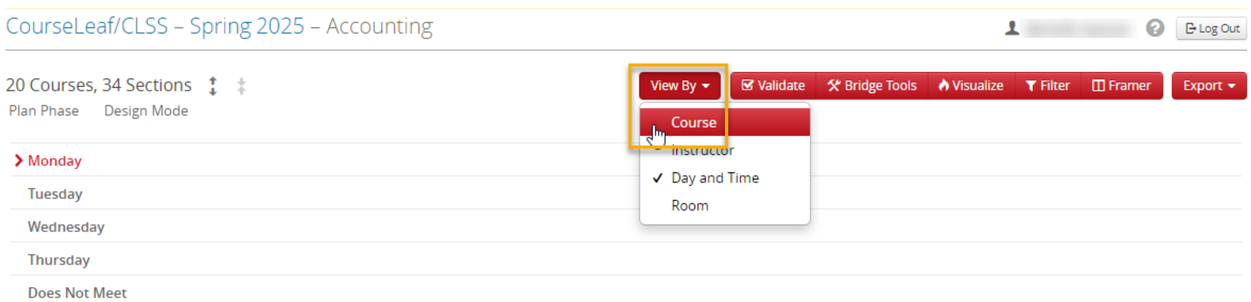
2. Click to open an instance:



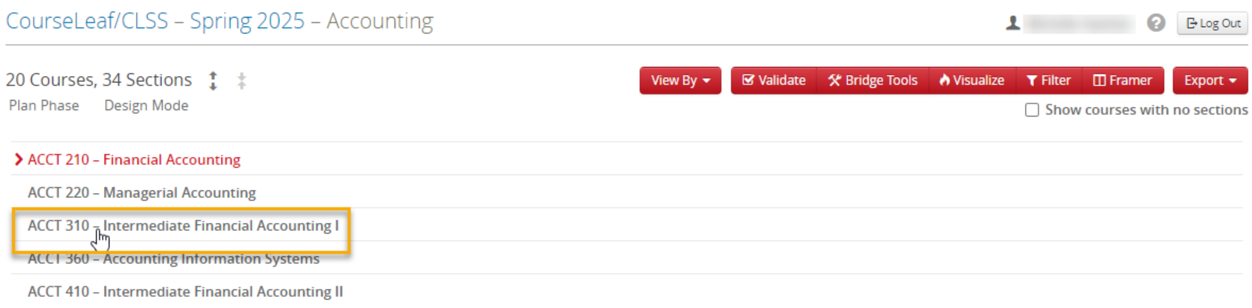
3. Double-click to open a scheduling unit and see the courses maintained by that scheduling unit:



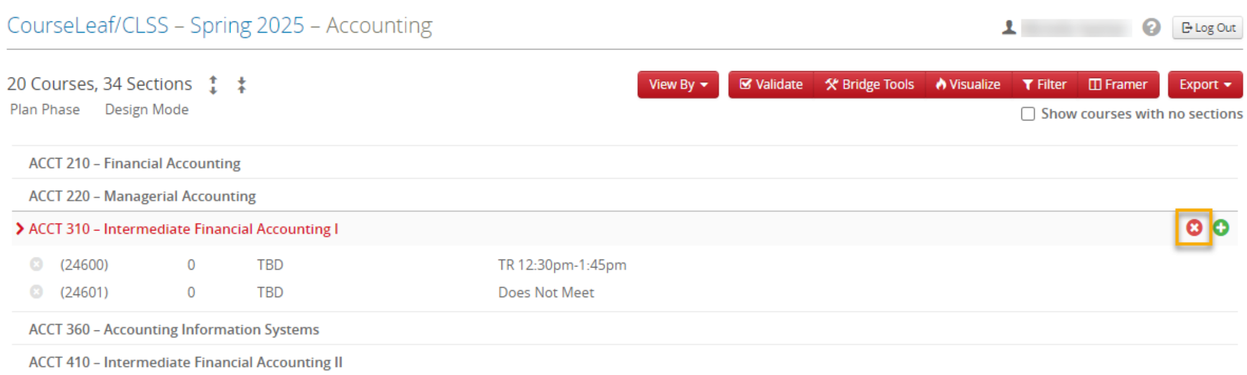
4. Click the **View By** button in the upper right and choose **Course**:



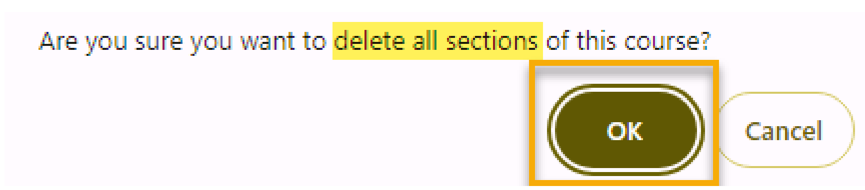
5. Double-click a course title to view sections for that course:



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



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

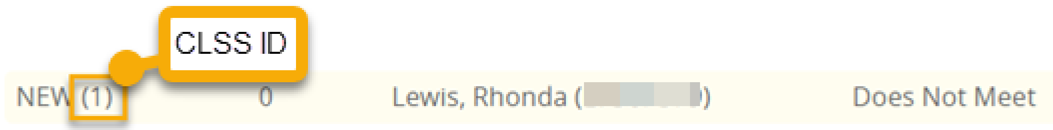
Creating a cross-list

Cross-listing is used to tie two or more equivalent sections together for the purposes of sharing an instructor, meeting time and space, and enrollment numbers. If the cross-list is between two departments (i.e. Anthropology and History), 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 employs the instructor. This will be the parent section.

2. In Design Mode make note of the Subject, Course Number, and CLSS ID Number. The CLSS ID is automatically generated when a new section is created. The CLSS ID is the number in parentheses after the word NEW. You can also locate the CLSS ID at the top of the Section Editor page in the red bar.

   Design Mode:

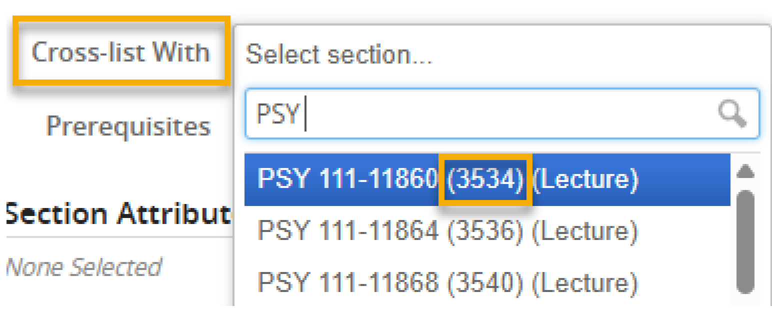
   If in Refine Mode, make note of the CRN. The CRN will populate after refreshing the page. You can also locate the CRN at the top of the Section Editor page in the red bar.

   Refine Mode:

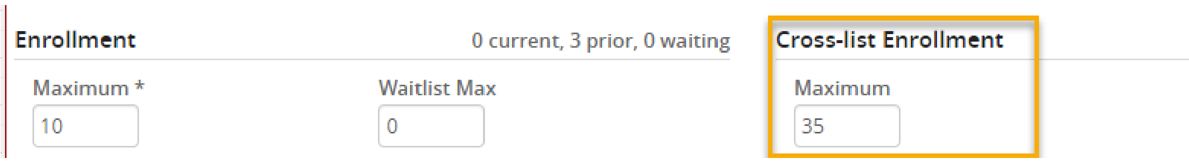
   

3. Build the second section. This is the child section. Do not add a Meeting Pattern, Room or Instructor.

4. Click the dropdown menu for **Cross-list With** and enter the Subject and Course Number of the section you are cross-listing with. Use the CRN or CLSS ID to identify the correct section of the parent. 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 CLSS ID Number of the section you are connecting to. This can be found in the parentheses () after the NEW.

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.



6. Click Save Section. The Meeting Pattern, Room, and Instructor will auto populate upon saving using the values of the parent section.

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 separate a cross-list, edit the child section and simply click the **red x** next to the Cross-list With course. This can only be done from the child section.
2.

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

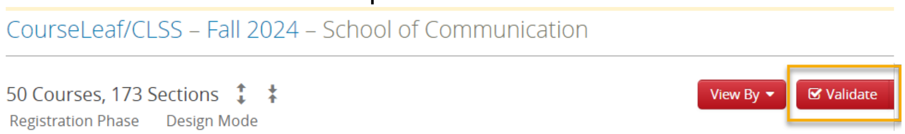
4. Cross-listed sections must be removed prior to cancelling one or both of the cross-listed sections.

Validating a Scheduling Unit

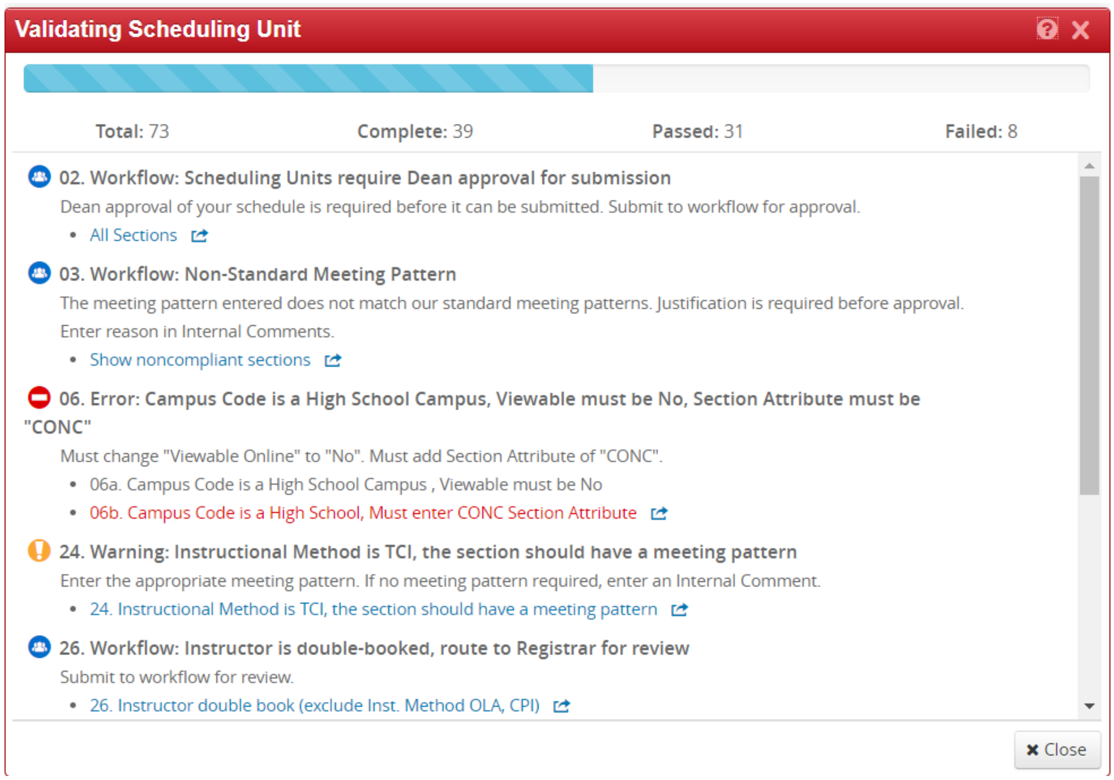
After the schedule is built for the semester in design Mode it must be validated. Click the Validate button.

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.

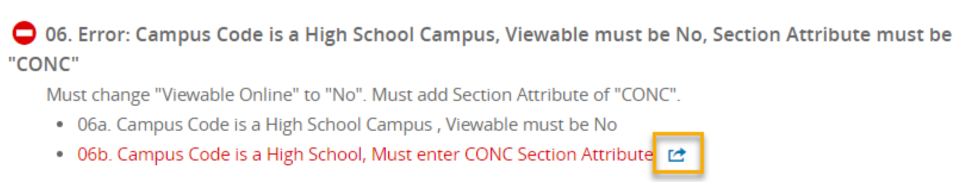
1. Click **Validate** found at the top of the window.



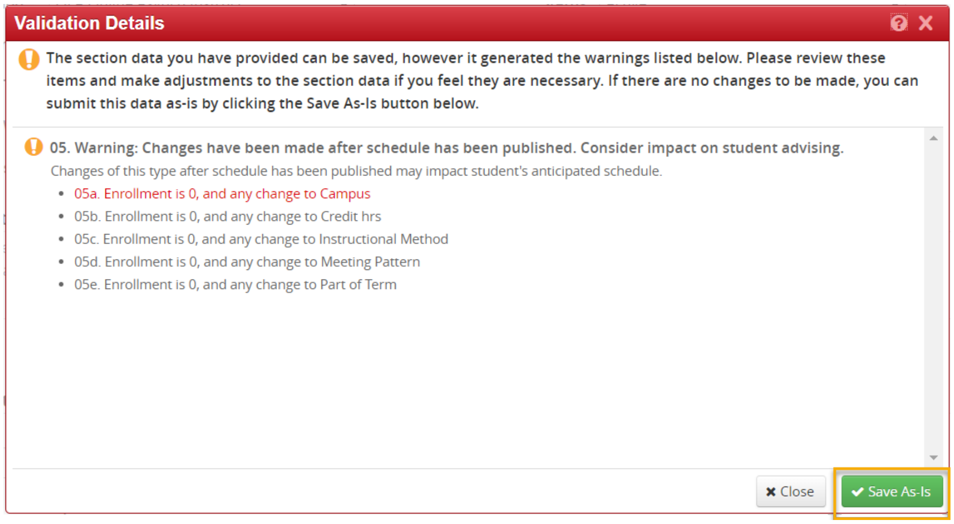
2. CLSS will process each section looking for any issues or rules that have not been met. A list of rules that have been triggered will be listed. You must go back and correct any red errors. Look over the warnings. Validation can be repeated until all errors are corrected.



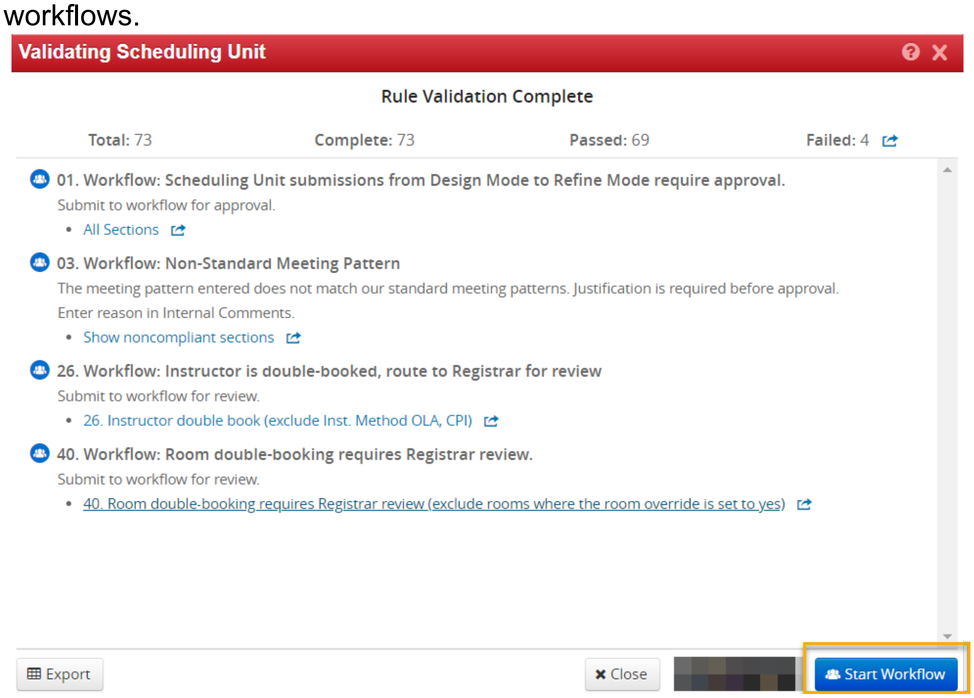
3. To correct any errors, click the **blue arrow** next to the error. It will open a list of the sections that have violated that rule and you can edit the section to correct it. Double click the course title to get the list of sections. Double click the section to edit. Save the section once all edits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



4. If you encounter a warning when correcting errors, click **Save As Is** to save the section once done reviewing the warning.



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



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.

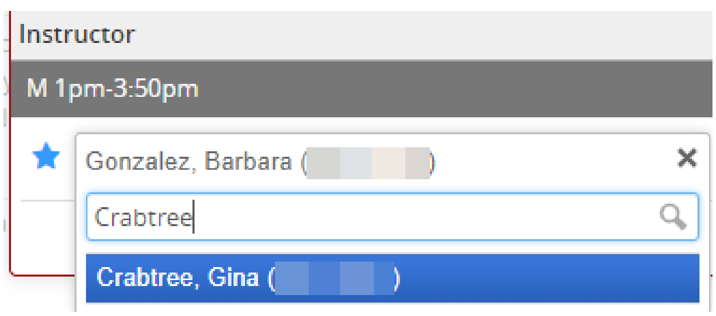
4. Make the appropriate edits using the **pencil icons** and **drop-down menus**.

Common edits

Instructor

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

2. 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.



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 schedulebuilding@wichita.edu 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.

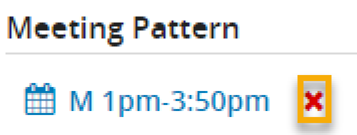
Registration phase

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.

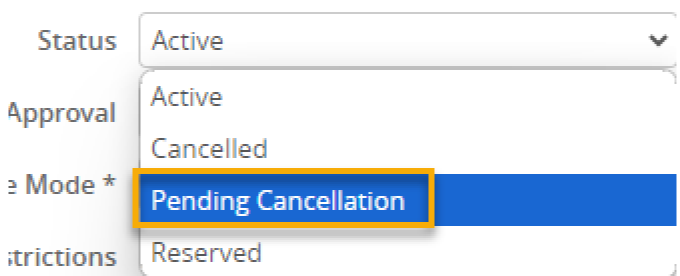
1. Open the section.

2. Remove the Meeting Pattern by clicking the **red x** next to the blue text.
3.



4. It will now read Does Not Meet and the room will change to No Room Needed.

5. Change the Status to Pending Cancellation.

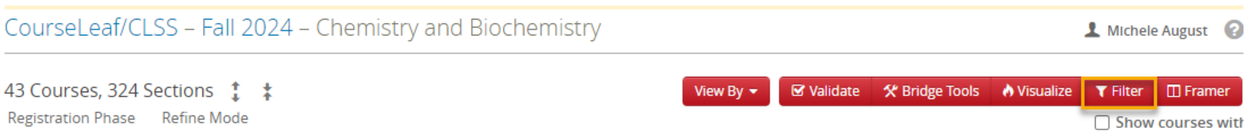


6. Click **Save Section**.

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

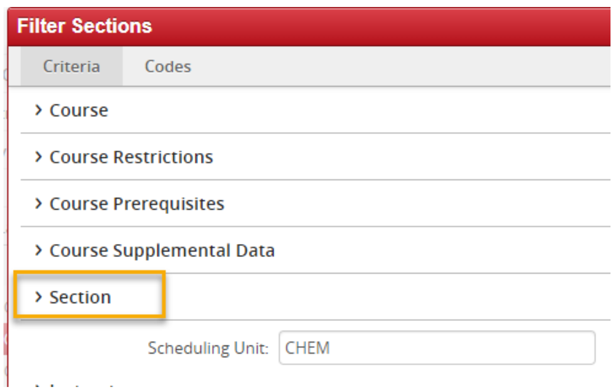
Using Filters

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.

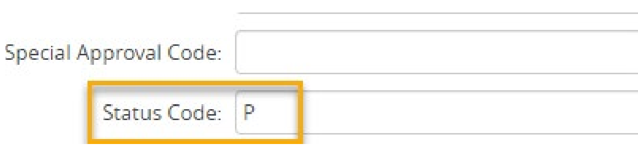


1. Click **Filter**.

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



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



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

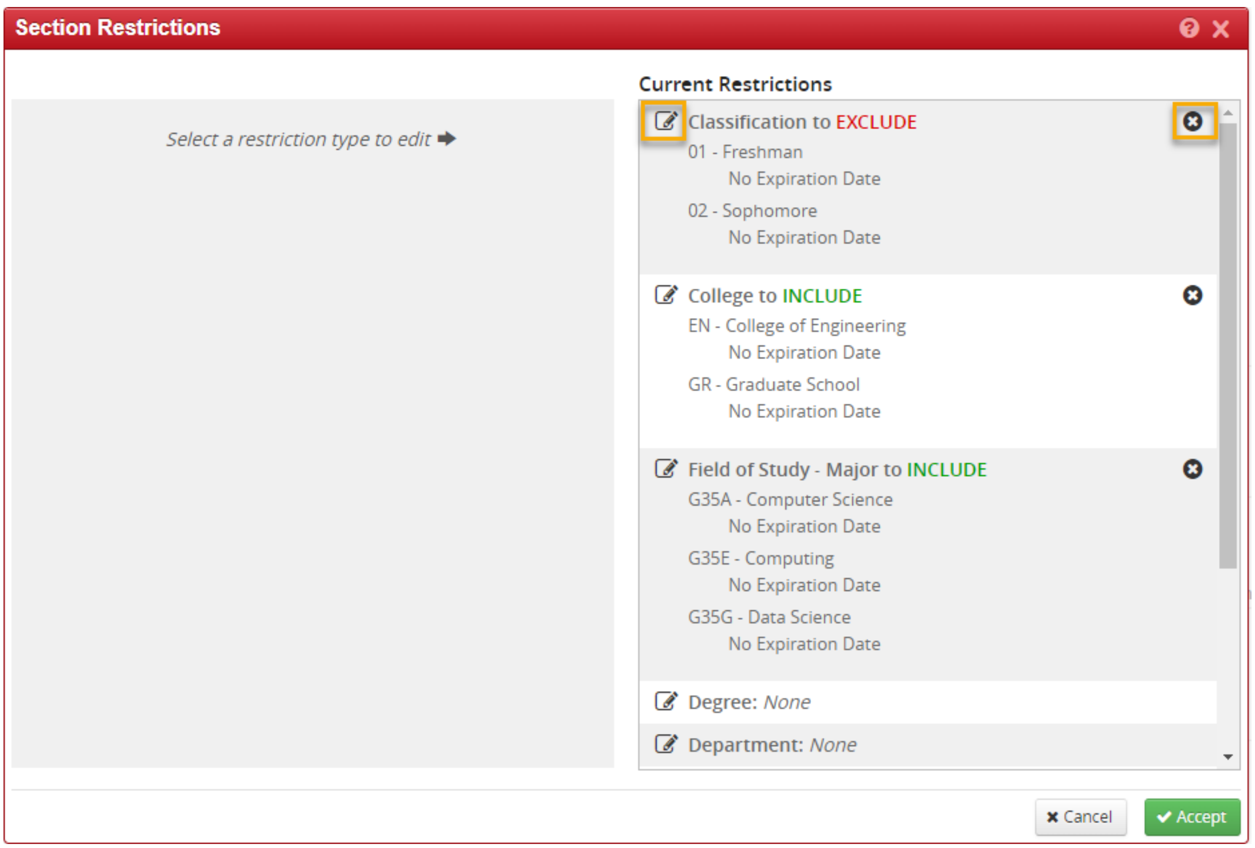
NOTE: Any changes to restrictions will require an Internal Comment to be entered explaining the reason for the change.

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.

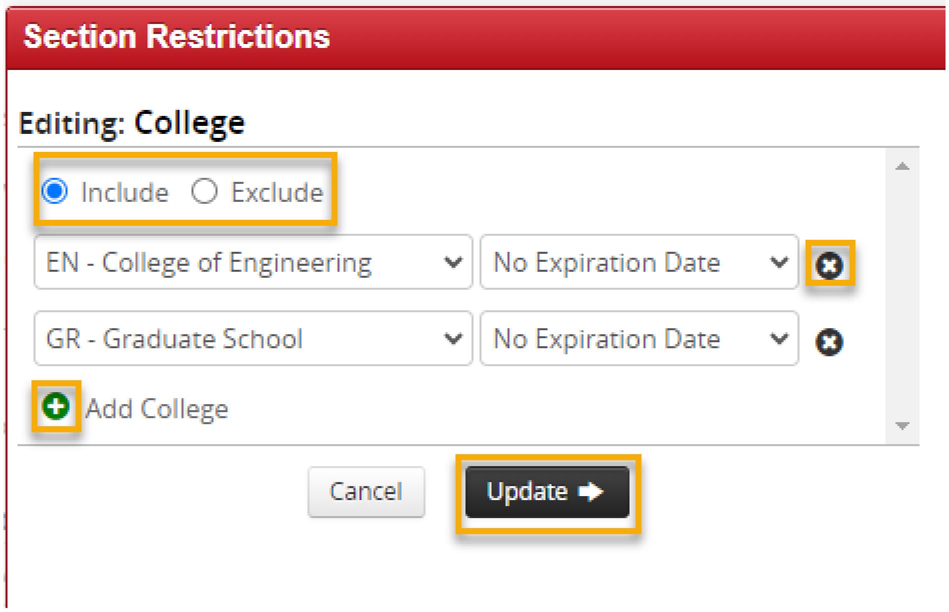
1. Open the Section for editing.

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.



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.



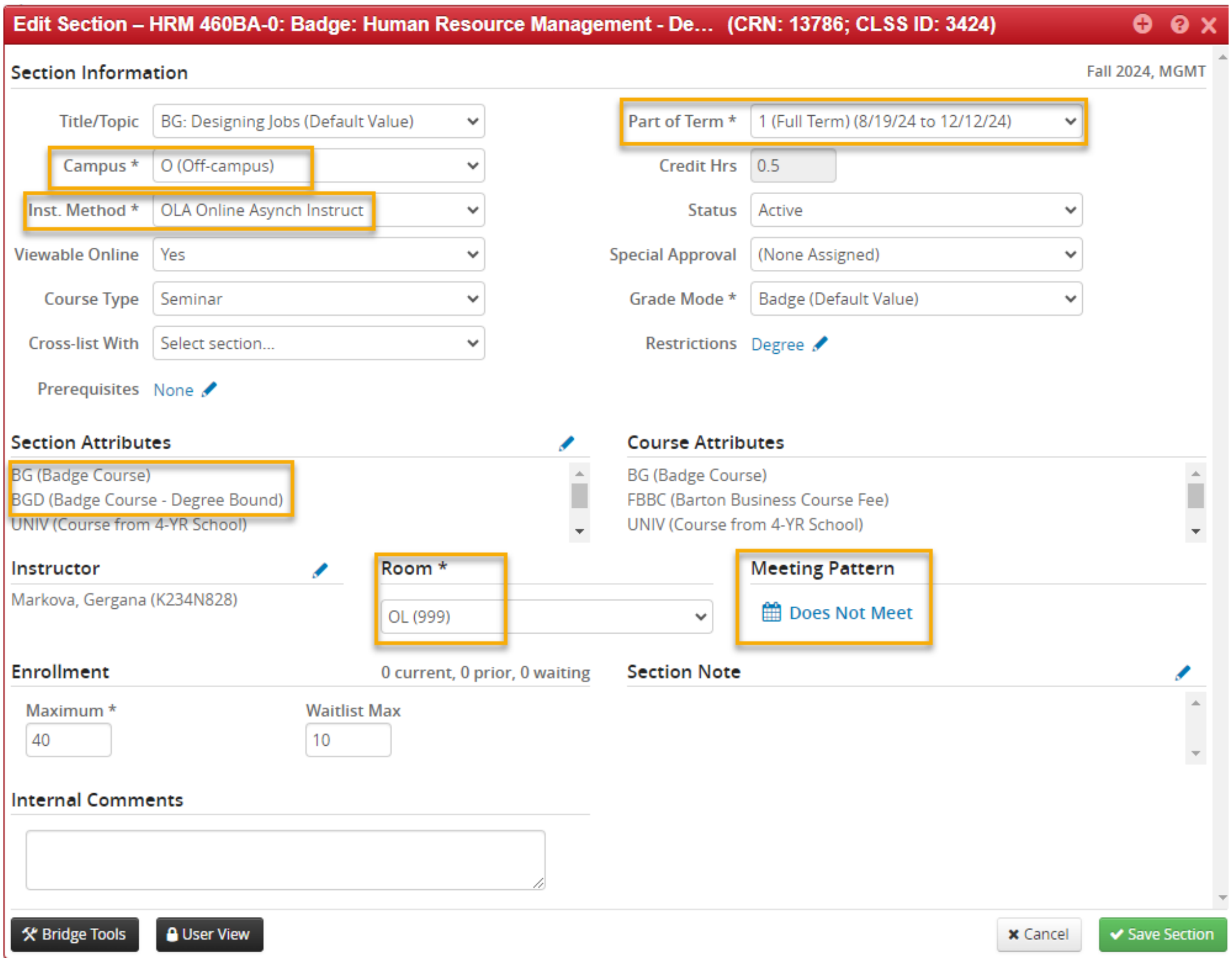
NOTE: Classification, Level, and Student Attribute cannot be changed. Use Field of Study - All to include or exclude both majors and minors. Listing them as Field of Study – Major and Field of Study – Minor will require both conditions to be met (ex – the section is marked with both Field of Study – 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**.

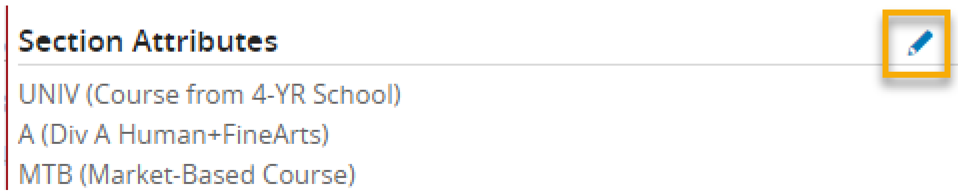
2. Set the **Meeting Pattern** to **Does Not Meet**.



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.

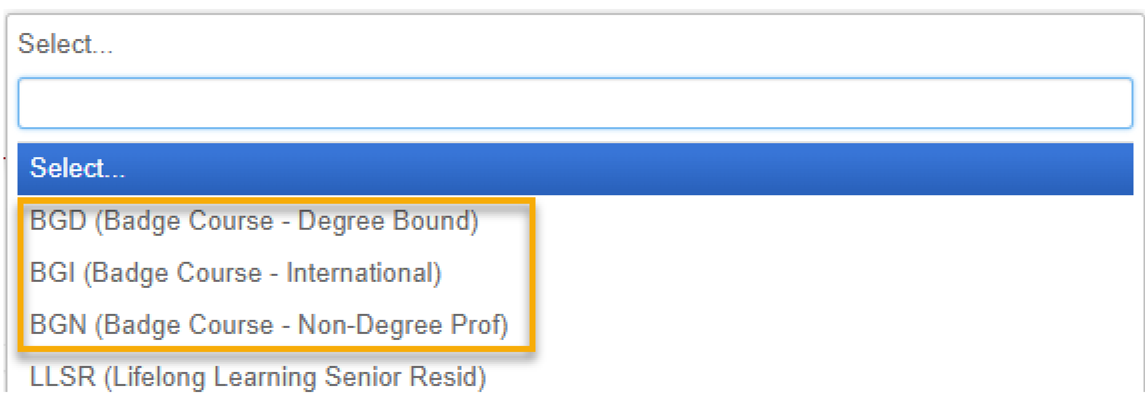
- Degree Bound Badges require the Section Attribute of **BGD** and Part of Term of **1**
- Non-Degree Bound Badges require the Section Attribute of **BGN** and Part of Term of **BG**
- International Badges require the Section Attribute of **BGI** and Part of Term of **BG**

    a. Edit the **Section Attributes** by clicking the **pencil icon**.



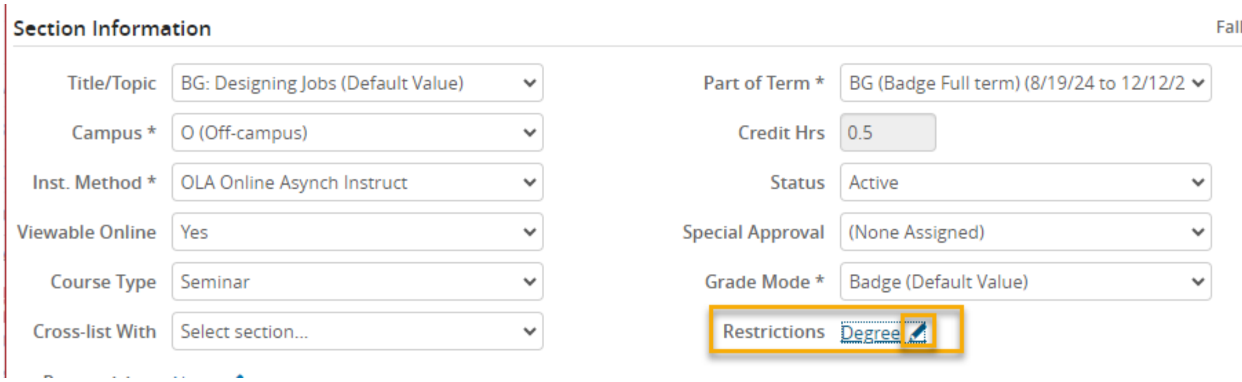
b. To add an attribute, click the **green plus sign**.

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.

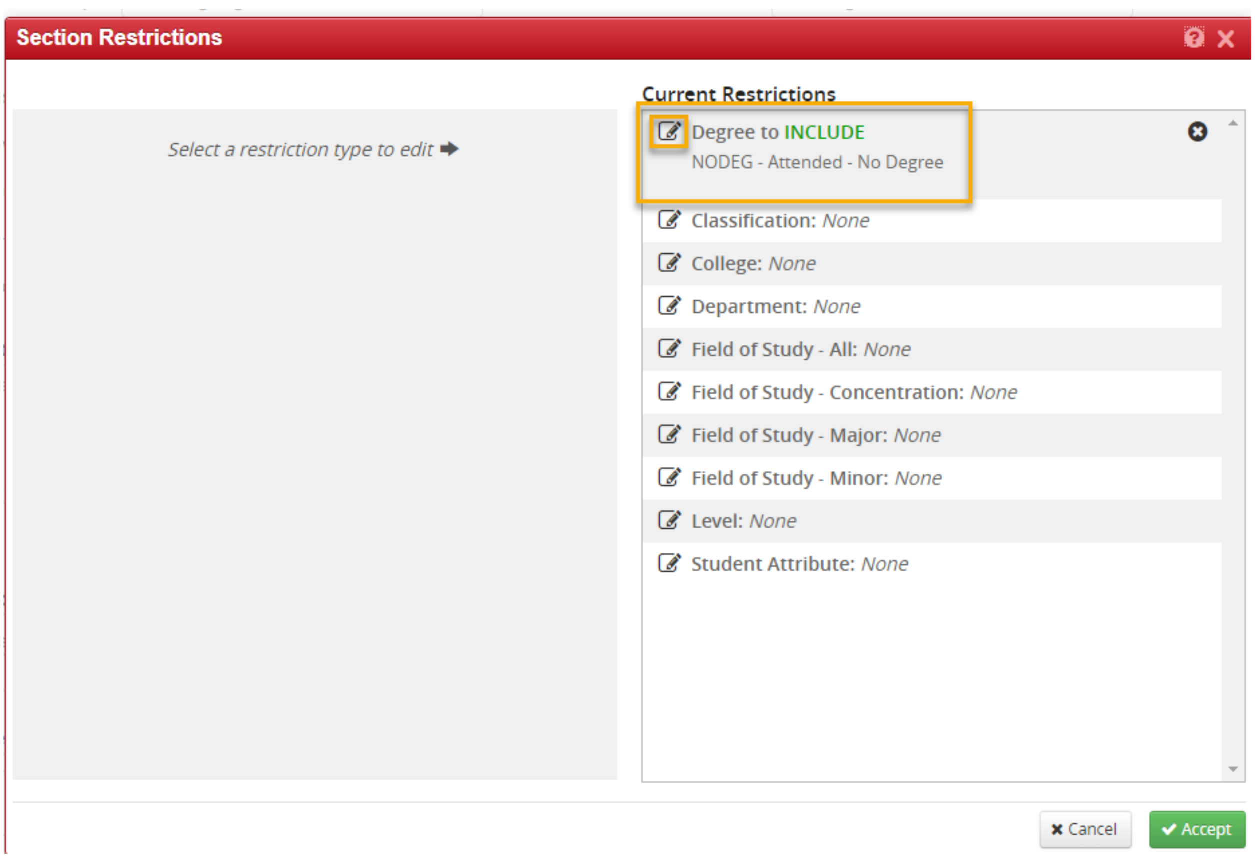


d. Click **Accept**.

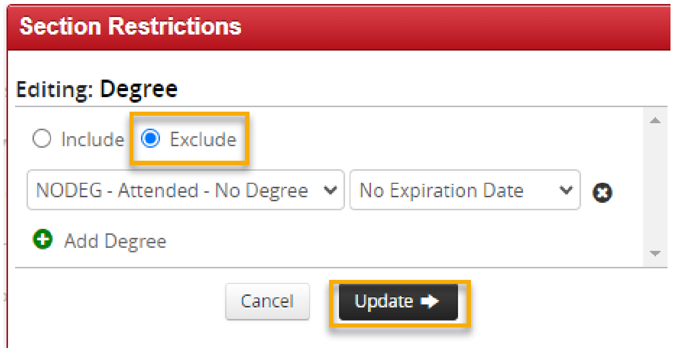
3. The Restriction for Badge courses defaults to Include NODEG. Restrictions will need to be edited for degree-bound badge courses. To do this, click the **pencil icon** next to the Restrictions.



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



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



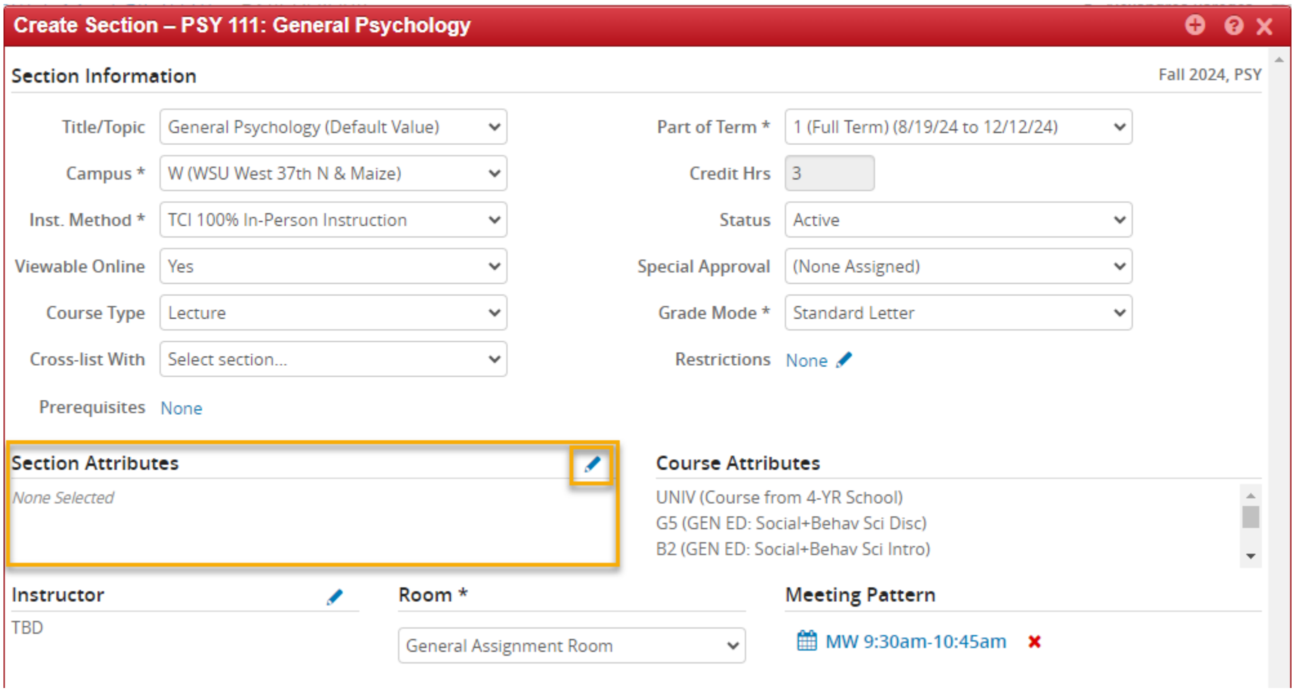
c. The Restriction now is set to Exclude NODEG. Click **Accept** at the bottom of the window to save.

Market Based Tuition

Market Based Section Attribute

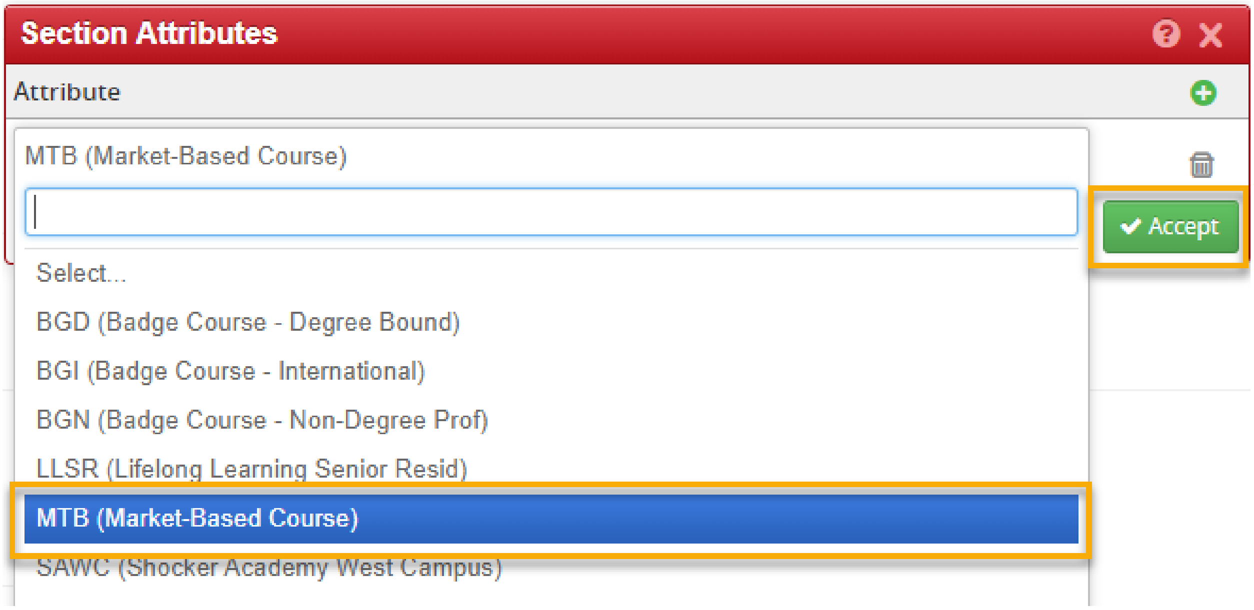
When creating a market-based tuition CRN, it will be created as if creating a regular CRN in CLSS; however, you will add the "MTB (Market-Based Course)" section attribute.

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



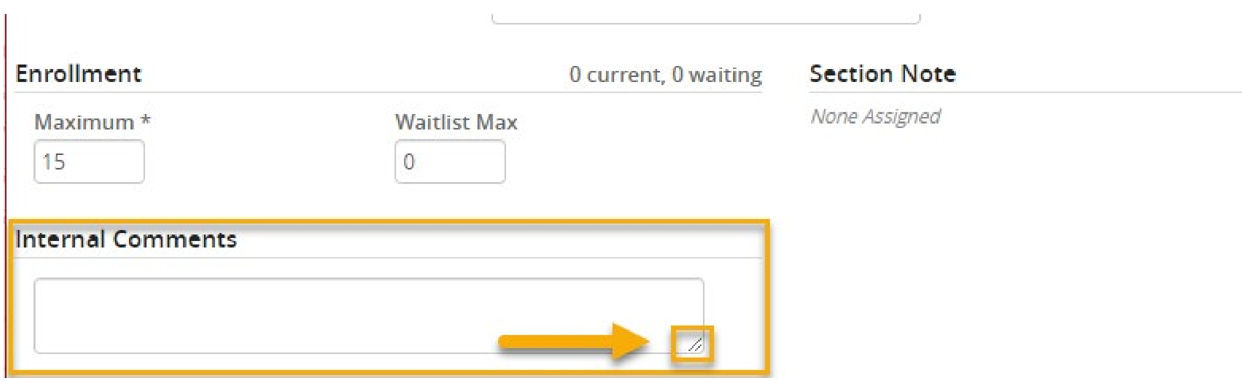
2. Click the **green plus sign** to add a section attribute, then click the down arrow to see the list of section attribute options

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



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.



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

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

<u>Strategic Benefit</u>: *How does this request align with WSU Strategic Goals?*

<u>Additional Information</u>: *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*

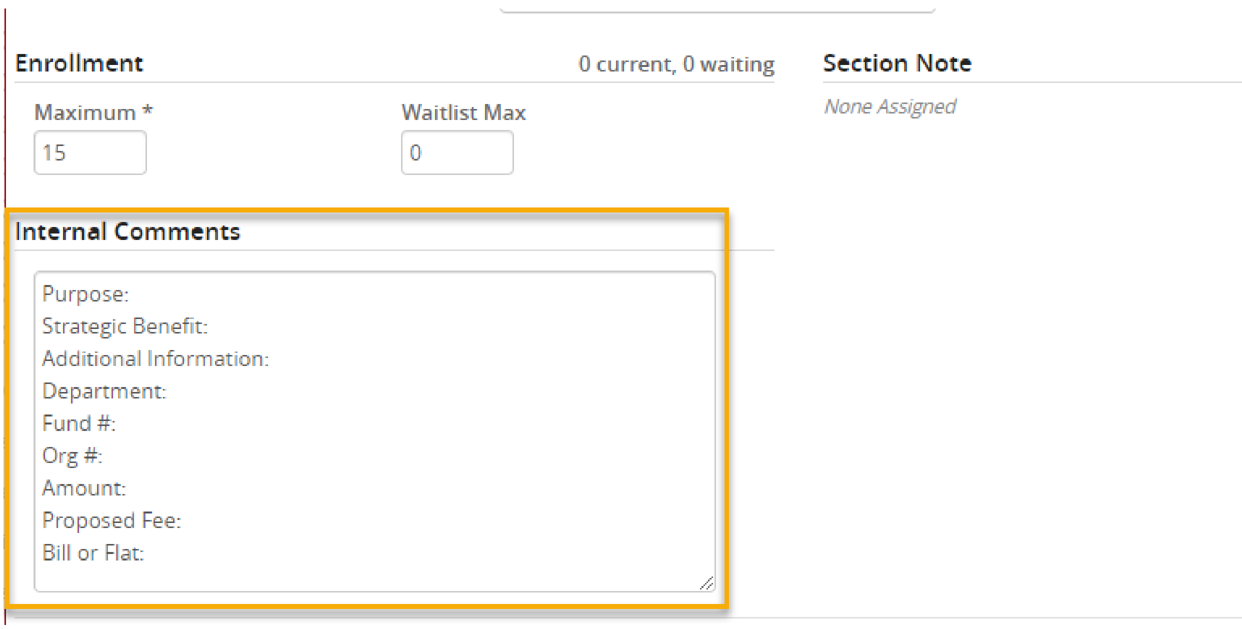
<u>Fund #</u>: *List the fund # of department(s) involved. If there are multiple departments, list them in corresponding order as the departments listed above*

<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)*

<u>Proposed Fee</u>: *Provide overall proposed fee*

<u>Bill or Flat</u>: *Will the proposed fee be bill (per credit hour) or flat (per student)?*



Market Based Workflow

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.

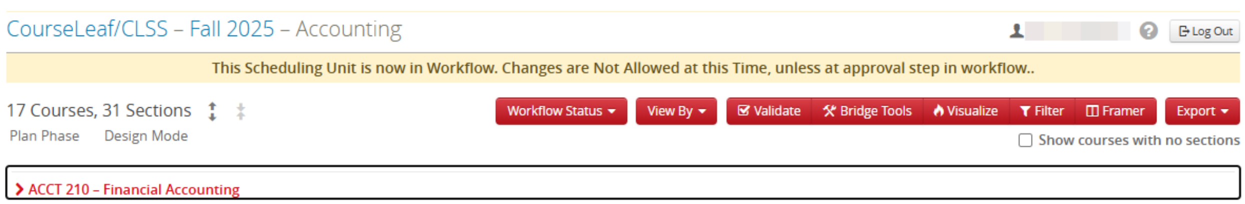
Please note that any changes to a Market Based Tuition section after it's gone through the workflow will have to go through the workflow again. It is crucial that items related to the section are as accurate as possible.

Understanding Workflow

In Design Mode, workflows are only triggered when you submit the entire scheduling unit. In Refine Mode, workflows are triggered when certain data in a section requires approval. Workflows can require one or several approvers. When a workflow is triggered, an email is sent to each approver in turn to review and approve the section. The person submitting to a workflow becomes the initiator of the request.

Once in workflow, sections are no longer able to be edited by the schedule builder/initiator.

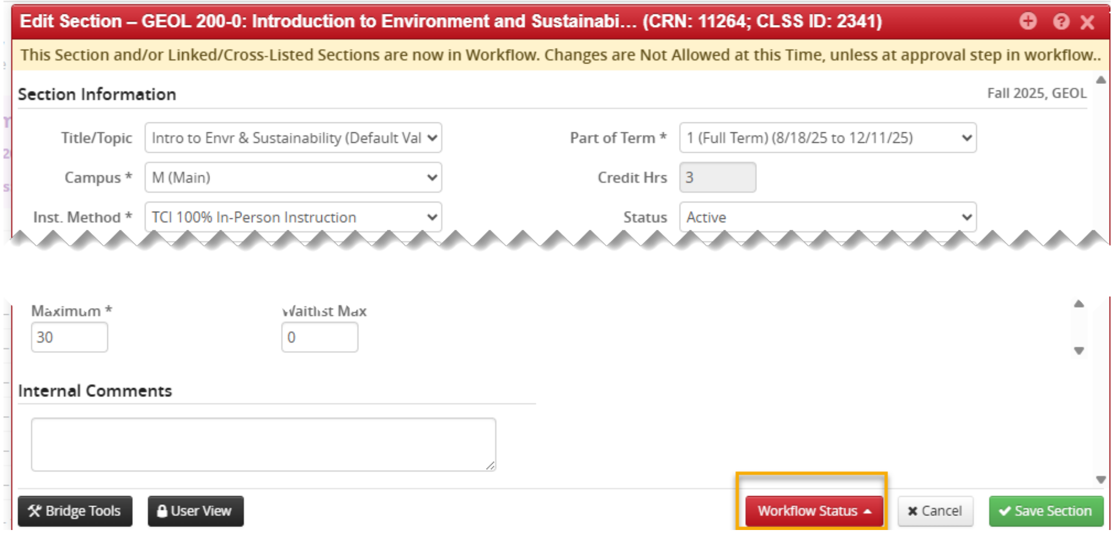
If in Design Mode, the entire Scheduling Unit is in workflow. A yellow message will appear at the top of the Scheduling Unit page alerting you that it is in workflow.



If in Refine Mode, individual sections will be in workflow. A message in yellow will appear at the top of the section editor screen alerting you that the section is in workflow.

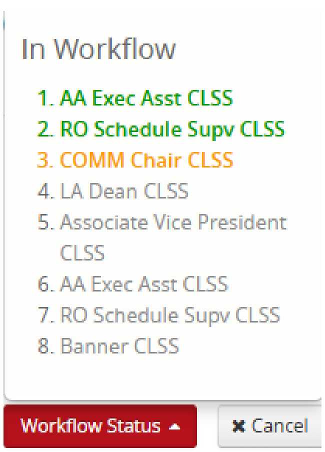
If any changes need to be made, you must ask for the section to be rolled back to you or you can ask the approver to make the change for you. An approver has the ability to make changes to a section when it is at their step in workflow. CLSS will track which person made what change while the section is in workflow.

To see which approval step the section is at in the workflow, click the **Workflow Status** button at the bottom of the window.



You will see a list of the steps in the workflow. The step in yellow is the current step it is on. Any step in green has already been approved. Steps in black are future steps. If you hover over the yellow text, you will see the email address of the person in the step in the bottom left-hand corner of your screen.

You may click the yellow text on the step to start an email message to the individual in that role.



Once a workflow is fully approved, you will receive an FYI email as the initiator telling you it is approved. The yellow text at the top of the section editor window will also disappear. Changes may now be made as needed to the section depending on which phase the instance is in.