## CLSS User Guide Creating Concurrent Sections

(Sections taught at the high school by high school faculty)

The department will create concurrent classes at the request of Admissions. Concurrent classes can be offered in the fall, spring, or as year-long classes. Year-long classes are always built in the fall semester even though they will not be graded until the end of the spring semester.

## **Create Section:**

- 1. Navigate to the correct instance (semester) and scheduling unit
- 2. Find the course in the list (click the checkbox to show courses with no sections if it is not in list)
- 3. Double click on the course
- 4. Click the green plus icon to add a new section or double click on the section you need to edit
  PSY 111 General Psychology
- 5. Create Course Section Information Enter:
  - a. Campus choose the high school campus that was requested by Admissions
  - b. Status Active
  - c. Instructional method TCI
  - d. Viewable Online No
  - e. Select Grade Mode (can't use the default that is listed)
  - f. Part of term -- enter 1
  - g. Special Approval leave blank
  - h. Credit hours
    - i. If there is no range you can't edit
    - ii. If there is a range, you must specify the Credit hours
- 6. Click the **blue pencil** icon next to Section Attributes.

## Section Attributes

|--|

None Selected

7. Click the **green plus icon** to add an attribute. Click the arrow next to Select and click on "CONC" in the list to select it. Click **Accept** to save it.



8. Go to **Enrollment Maximum** and set number to 90 or however many students are expected to enroll in this section

Create Section – PSY 111: General Psychology							
Section Information Fall 2025, PSY							
Title/Topic	General Psychology (Defau	t Value) 🗸 🗸		Part of Term *	1 (Full Term) (8/18/25 to 12/11/2	5) 🗸	
Campus *	660 (Wichita High School H	eights) 🗸		Credit Hrs	3		
Inst. Method *	TCI 100% In-Person Instruct	tion 🗸		Status	Active	~	
Viewable Online	No	~		Special Approval	(None Assigned)	~	
Course Type	Lecture	~		Grade Mode *	Standard Letter	~	
Cross-list With	Select section	~		Restrictions	None 🖋		
Prerequisites	None 🖌						
Section Attribut	tes			Course Attrib	utes		
CONC (Concurrent Enrollment Class)		UNIV (Course fr	om 4-YR School)				
-				G5 (GEN ED: So	cial+Behav Sci Disc)		
				B2 (GEN ED: So	cial+Behav Sci Intro)		Ψ.
Instructor	1	Room *			Meeting Pattern		
TBD		No Room Need	ded	~	🛗 Does Not Meet		
Enrollment		0 currer	nt, 0 waiting	Section Note	(Displays to Students)		
Maximum * Waitlist Max		None Assigned					
90	0						
							*
Internal Comme	ents (Displays only in CL	SS)					
			10				,
🛠 Bridge Tools	🔒 User View					X Cancel	✓ Save Section

9. Enter **Instructor.** Click the **pencil icon** next to Instructor. Select **Other** from dropdown menu and enter instructor's ID #. The name will populate in the list. Select it and click **Accept**.

Instructors						
Instructor						
Does Not Meet	Lec					
Flores, Michael (Y366J422)						
Flores, Michael (Y366J422)	í —					
Perry, John (A373H596)						
Porter, Christine (M338T496)	-					
TBD	- I					
Zellers, Laura (W439M459)						
Other	_					

- a. If the instructor does not populate, they do not have the faculty flag set in Banner. Email <u>schedulebuilding@wichita.edu</u> with the instructor name and WSU ID.
- 10. If the section being created is a year-long class, create it in the fall semester as a PoT 1 section. Put a note in the **Internal Comments** box stating that it is a year-long class. The Registrar's Office tracks those sections to allow for proper grading.

vear-long class
year-tong class

- 11. Save Section
- 12. Process through workflow if triggered