

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.

Section Attributes

Attribute

Select...

Select...

ALLF (Applied Learning - Legis Fund)

BGD (Badge Course - Degree Bound)

BGI (Badge Course - International)

BGN (Badge Course - Non-Degree Prof)

CONC (Concurrent Enrollment Class)

LLSR (Lifelong Learning Senior Resid)

MTB (Market-Based Course)

Accept

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

- a. If the instructor does not populate, they do not have the faculty flag set in Banner. Email schedulebuilding@wichita.edu 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.

Internal Comments (Displays only in CLSS)

11. Save Section

12. Process through workflow if triggered