

# CLSS User Guide

## Deleting or Canceling a Section

### Deleting a Section *Before* a Section is Viewable:

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

CourseLeaf/CLSS - Instances

Historical  
For Reference  
Summer 2024

Current  
Open for Editing  
Fall 2024

Future  
Currently Building  
Spring 2025  
Summer 2025  
Fall 2025

2. **Click** to open an instance:

CourseLeaf/CLSS - Instances

Historical  
For Reference  
Summer 2024

Current  
Open for Editing  
Fall 2024

Future  
Currently Building  
Spring 2025  
Summer 2025  
Fall 2025

3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

CourseLeaf/CLSS - Spring 2025 - Plan Phase

57 Scheduling Units  
2,538 Courses 5,802 Sections

Visualize Filter Search

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
CSD	Communication Science & Disord	49	89
DH	Dental Hygiene	16	16
ECON	Economics	29	49
ECE	Electrical and Computer Engr	47	103

4. **Double-click** a course to view existing sections of it:

CourseLeaf/CLSS - Spring 2025 - Dental Hygiene

16 Courses, 16 Sections  
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

- DH 314 - Introduction to Periodontics
- DH 331 - Dental Hygiene Concepts I
- DH 332 - Dental Hygiene Clinic I
- DH 334 - Introduction to Evidence-Based Practice

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## Deleting or Canceling a Section

5. Click the **gray X** button to the left of the section number:

CourseLeaf/CLSS – Spring 2025 – Dental Hygiene

16 Courses, 16 Sections

Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

DH 314 - Introduction to Periodontics

> DH 331 - Dental Hygiene Concepts I

(22425)	9	TBD	M 8:30am-11:20am
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6. Click **OK** to confirm:

Are you sure you want to delete this section?

OK Cancel

### Canceling a Section *After* a Section is Viewable:

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

CourseLeaf/CLSS – Instances

Historical

For Reference  
Summer 2024

Current

Open for Editing  
Fall 2024

Future

Currently Building  
Spring 2025  
Summer 2025  
Fall 2025

2. **Click** an instance to open it:

CourseLeaf/CLSS – Instances

Historical

For Reference  
Summer 2024

Current

Open for Editing  
Fall 2024

Future

Currently Building  
Spring 2025  
Summer 2025  
Fall 2025

3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

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## Deleting or Canceling a Section

CourseLeaf/CLSS – Fall 2024 – Registration Phase

Log Out

57 Scheduling Units

2,741 Courses 6,665 Sections

Visualize Filter

Search

ID	Name	Courses	Sections
ACCT	Accounting	21	39
AE	Aerospace Engineering	60	164
ANTH	Anthropology	37	128
APEN	Applied Engineering	20	48
AS	Applied Studies	10	97

#### 4. Double-click a course to view existing sections of it:

CourseLeaf/CLSS – Fall 2024 – Aerospace Engineering

Log Out

This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time, unless at approval step in workflow..

60 Courses, 164 Sections

Registration Phase Design Mode

Workflow Status

View By

Validate

Bridge Tools

Visualize

Filter

Framer

Export

Show courses with no sections

AE 223 - Statics
AE 227 - Engineering Digital Computation
AE 227L - Eng Digital Computation Lab
AE 2811 - Noncredit Internship
AE 324 - Fundamentals of Atmospheric Flight

#### 5. Double-click the section to be canceled to open it:

CourseLeaf/CLSS – Fall 2024 – Aerospace Engineering

Log Out

This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time, unless at approval step in workflow..

60 Courses, 164 Sections

Registration Phase Design Mode

Workflow Status

View By

Validate

Bridge Tools

Visualize

Filter

Framer

Export

Show courses with no sections

AE 223 - Statics			
(12028)	0	Menon, Alok (H488Z824)	MW 11:30am-12:45pm
(12477)	0	Menon, Alok (H488Z824)	MW 4:10pm-5:25pm
(12819)	0	Raza, Syed (P886Y369)	TR 11:30am-12:45pm
(12821)	0	Menon, Alok (H488Z824)	TR 2:30pm-3:45pm
AE 227 - Engineering Digital Computation			
AE 227L - Eng Digital Computation Lab			

#### 6. Look at the top red line to ensure you selected the correct CRN and make these changes:

- Click the "Status" dropdown and select "Cancelled".
- Delete the meeting pattern.
- Choose "No Room Needed".
- Set instructor to "TBD".

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## Deleting or Canceling a Section

**Edit Section – AE 223-0: Statics (CRN: 12477; CLSS ID: 2236)** Fall 2024, AE

**Section Information**

Title/Topic: Statics (Default Value) | Part of Term: 1 (Full Term) (8/19/24 to 12/12/24) | Credit Hrs: 3 | Status: **Cancelled** | Special Approval: Active | Grade Mode: \* | Cross-list With: | Prerequisites: 7 configured

Campus: M (Main) | Inst. Method: TCI 100% In-Person Instruction | Viewable Online: Yes | Course Type: Lecture | Link To: Not linked to other sections | Restrictions: College

**Section Attributes**  
CACC (Access Now Course)  
UNIV (Course from 4-YR School)  
C (Div C Math+Nat Sci)

**Course Attributes**  
UNIV (Course from 4-YR School)  
C (Div C Math+Nat Sci)  
FENC (Engineering Course Fee)

Instructor: Menon, Alok | Room: Jabara Hall 104 (50) | Meeting Pattern: MW 4:10pm-5:25pm

**Enrollment** 4 current, 33 prior, 0 waiting | **Section Note**

Maximum: 45 | Waitlist Max: 5

**Internal Comments**

Bridge Tools | User View | Cancel | Save Section

7. Click “Save Section”:

**Edit Section – AE 223-0: Statics (CRN: 12477; CLSS ID: 2236)** Fall 2024, AE

**Section Information**

Title/Topic: Statics (Default Value) | Part of Term: 1 (Full Term) (8/19/24 to 12/12/24) | Credit Hrs: 3 | Status: Cancelled | Special Approval: (None Assigned) | Grade Mode: \* Standard Letter (Default Value) | Cross-list With: Select section... | Prerequisites: 7 configured

Campus: M (Main) | Inst. Method: TCI 100% In-Person Instruction | Viewable Online: Yes | Course Type: Lecture | Link To: Not linked to other sections | Restrictions: College

**Section Attributes**  
CACC (Access Now Course)  
UNIV (Course from 4-YR School)  
C (Div C Math+Nat Sci)

**Course Attributes**  
UNIV (Course from 4-YR School)  
C (Div C Math+Nat Sci)  
FENC (Engineering Course Fee)

Instructor: TBD | Room: No Room Needed | Meeting Pattern: Does Not Meet

**Enrollment** 4 current, 33 prior, 0 waiting | **Section Note**

Maximum: 45 | Waitlist Max: 5

**Internal Comments**

Bridge Tools | User View | Cancel | Save Section

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