

# CLSS User Guide

## 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 – Summer 2024 – Biological Sciences Log Out

19 Courses, 161 Sections Archive Phase Design Mode View By Validate Bridge Tools Visualize Filter Framer Export  Show courses with no sections

**BIOL 106 – The Human Organism**

(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 Organism 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*:

CourseLeaf/CLSS – Instances Michelle Haetten Log Out

Historical For Reference Summer 2024

Current Open for Editing Fall 2024

Future Currently Building Spring 2025 Summer 2025 Fall 2025

### Scheduling Unit

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

CourseLeaf/CLSS – Spring 2025 – Plan Phase Log Out

57 **Scheduling Units** 2,538 Courses 5,802 Sections Visualize Filter

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

# CLSS User Guide

## CLSS Terminology

### 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:

CourseLeaf/CLSS – Fall 2024 – Aerospace Engineering

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 ( )	MW 11:30am-12:45pm
(12477)	0	Menon, Alok ( )	MW 4:10pm-5:25pm
(12819)	0	Raza, Syed ( )	TR 11:30am-12:45pm
(12821)	0	Menon, Alok ( )	TR 2:30pm-3:45pm

### 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**.
- During **Refine mode**, changes to sections are validated and sent through workflow when each section is saved.