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:



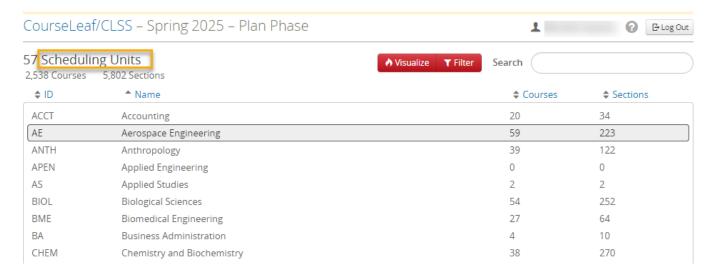
Instance

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



Scheduling Unit

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



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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:



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.

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