

SCHEDULE OF COURSES GENERAL INSTRUCTIONS FOR SPRING 2026

CLSS/Schedule Building Training

All new schedule builders are required to attend CLSS/schedule building training. Register for trainings via the *myTraining* link on the Faculty/Staff tab in *myWSU*.

The Spring 2026 Part-of-Term template is available at www.wichita.edu/clss. The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

PART-OF-TERM

Class meeting dates must fall within the Part-of-Term selected. Registration deadlines, withdrawal deadlines, and refunds are all determined by Part-of-Term dates. **Select the smallest POT that still holds the actual start and end dates of the course.**

Please see the Part-of-Term sheet for additional options

P - Pre-session (10 days)	January 5 - January 16
1 - 16-week semester (73 days)	TUES. Jan 20 - May 14 (last day of finals)/ May 7 is last day of classes
F10 - First 8-week (37 days)	January 20 - March 11
S10 - Second 8-week (36 days)	March 12 - May 7

Classes in the main parts of terms should be scheduled as follows:

Pre-session

- 1 credit hour - 1 hour and 20 minutes daily - no break included
- 2 credit hours - ... 2 hours 40 minutes daily - includes one 10-minute break
- 3 credit hours - ... 4 hours and 5 minutes daily - includes two 10-minute breaks

Eight-week (examples)

- 1 credit hour - 15 one-hour meetings OR 8 two-hour meetings
- 2 credit hours - 30 one-hour meetings OR 15 two-hour meetings
- 3 credit hours - One hour daily

16-week Semester

Classes must begin at approved meeting pattern start times; these have been set to minimize overlap and conflict for students and instructors. See chart below.

Meeting days MWF (or any 3, 4 or 5 days per week) 50-minute classes will start on the half-hour, with the first period beginning at 7:30 a.m. There are 10 minutes between these classes.

Meeting days MW or TR 75-minute classes will start at 8:00 a.m. There are 15 minutes between these classes.

	MWF	MW or TR	Evening
Morning	7:30-8:20	8:00-9:15	3 credit hours 1 evening per week 7:05-9:45
	8:30-9:20	9:30-10:45	
	9:30-10:20	11:00-12:15	
	10:30-11:20		
	11:30-12:20		
Afternoon	12:30-1:20	12:30-1:45	3 credit hours 2 evenings per week 5:35-6:50 or 7:05-8:20
	1:30-2:20	2:00-3:15	
	2:30-3:20		
Late	3:30-4:20	3:30-4:45	
Afternoon	4:30-5:20		

Departments are responsible for ensuring that the minimum required instructional time is achieved - through any combination of in-person and online engagement - for the credit hours being offered. Break time does not count as instructional time. **Please see policy 4.08 on the definition of a credit hour.**

CourseLeaf CLSS

All initial schedule building, as well as section edits throughout the year, are done in the CourseLeaf CLSS software. CLSS user guides are available on the schedule building website. There are no rolled classes for spring 2026 CLSS. All sections/CRNs must be created directly, although classes from selected previous terms can be copied to create new sections.

Badges

Separate CRNs are required for domestic vs international badges in the BG part-of term for non-degree students. Any badges created for degree-bound students (value-added) must be in POT 1.

Instructional Method

Instructional method should be carefully selected and not changed once registration begins. The codes are:

- TCI – 100% in-person classroom instruction; meeting day/times required
- OLA – fully online–asynchronous; no meeting pattern or room assignment
- OLS – fully online–synchronous; meeting days/times required, no room assignment
- OHY – fully online, but with in-person testing required (on campus or at a remote testing center); meeting pattern only if taught synchronously, no room assignment; **note on CRN required**
- HYB1 – Hybrid with more than 25% in-person instruction; any online portion can be synchronous or asynchronous; meeting day/times required, **should include note on CRN**
- HYB2 – Hybrid with 25% or less in-person instruction; any online portion can be synchronous or asynchronous; meeting day/times required, **should include note on CRN**
- CPI – Co-op, Practicum, Independent Study; use also for internship, thesis, dissertation, etc.

Detailed definitions can be found on schedule building website.

Campus Code

Campus code will default to Main in CLSS and must be manually changed if a different location is desired. Use campus code O for all sections with instructional method of OLA, OLS and OHY. For non-online courses, use 001 Outside of Wichita or 002 Inside Wichita City Limit for any locations in those areas unless there is a specific campus code for that location.

Special Course Numbers

Courses must be created on the Banner course file before a CRN can be created of that course. New courses must be submitted using the CIM Course Proposal form found at www.wichita.edu/courseleaf.

Some courses have an alphabetical suffix as part of the course number (e.g., HIST 810D). With a few exceptions, these are special topics or experimental courses offered under an approved “Root” course (HIST 810). Root courses will not be visible in CLSS and no CRNs can be built of them.

Honors sections of any approved course (with letter H following the course number such as PSY 111H) are created by the department offering the course. These courses are coded with an attribute that allows only students admitted to the Honors College to enroll. No special approval requirement should be added to these Honors CRNs unless there is a need to further limit enrollment.

Cross-Listing

Departments create crosslisting in CLSS (see user guide). Crosslistings are created by the department of the “child” section connecting it to the appropriate “parent” section in CLSS. Departments must coordinate this process to ensure each section in a crosslisted pair/group has matching meeting data and instructor before the crosslist is completed.

Grade Mode

If a course can be offered for more than one grade mode, be sure each section has the correct mode selected. A grade mode must be selected in CLSS to change from “default value” option.

Prerequisites

For all courses 100 to 599, prerequisites are enforced during registration. This includes course and/or test score prerequisites as well as restrictions (i.e., junior standing). Changes to prerequisites or restrictions require a CIM Course proposal unless the adjustment is needed only for a specific CRN and/or term. Departments cannot adjust prerequisites in CLSS so any adjustments needed at the section level must be emailed to schedulebuilding@wichita.edu.

Zero-Credit Labs

Any lecture that has a lab time included should be created as a single CRN. If there are different day/time/room for the lab portion, a second meeting pattern can be added within the CRN.

Lecture and lab courses that have separate course numbers (e.g., CHEM 111 and CHEM 111L) must be created as separate CRNs. Zero credit labs are *not graded*; be sure No Grade is selected as grade mode.

Meeting Times/Patterns

Sections must use the standard meeting pattern unless an exception is approved by the Registrar’s Office. If a non-standard meeting pattern is used, an internal comment must be entered to explain why that meeting pattern is needed. Non-standard meeting triggers workflow that requires RO approval.

Section Notes

Notes entered on a section in CLSS will display to students in the online schedule. Some circumstances require notes (using OHY instructional method and adding note to indicate synchronous or asynchronous meeting). Departments are urged to include any note that will help students best understand the meeting and instruction details of a class.

Classroom Assignments

Class quota *should be based on reasonable expectation of enrollment and/or actual enrollment in prior terms*. Room scheduling software is used to optimize room assignments based on departmental preferences, class quotas and other considerations. Only specific physical/medical special room requests will be accommodated outside of optimization.

General Use classrooms

Only the RO/course optimization process can assign general use classrooms. All general use classrooms have a data port, projector, and projection screen, enabling the use of laptop computer for presentation and internet access. Instructors should speak to their department about obtaining a laptop.

Department-assigned classrooms

Designated specialty rooms/labs can be assigned by departments in CLSS. Only rooms approved to be assigned by the department will be viewable. If a room you are authorized to schedule is not in your room options, email schedulebuilding@wichita.edu with a request to add it. While waiting for a response, you can select "Department Assigned or Arranged." This "Department Assigned or Arranged" option can be used for classes with CPI instructional method, or whenever the meeting location is not assignable in CLSS/Banner.

Classroom type/feature requests

Instructors can submit requests for rooms with specific classroom furniture, media/technology and/or equipment. Instructors must get the CRN or CLSS ID (CRNs are not in CLSS in design mode) from the department schedule builder to include on the feature request form.

Special Approvals and Restrictions

A Special Approval requirement should only be added to a section for which the department wants every student who registers to **contact its office** for an override. All Co-op (281, 481, 781) will be required to have a special approval of CO or DP. To restrict enrollment based on specific factors and allow students who meet those criteria to enroll without calling, **do not** put a Special Approval. The RO can restrict courses based on a student's department, major code, class, level, program and college. Such restrictions should be added to the course level using CIM and then will be applied to the CRN. Restrictions that are only applicable for the specific term can be added by modifying the restrictions in CLSS.

Graduate Faculty Status

An instructor of any course numbered 500+ (and not flagged as "For UG credit only") **must have current Graduate Faculty status**. Please see the information regarding this status on the WSU Graduate School website (see Faculty Resources in the Section Menu).

Schedule Submission

Original schedules are validated and then submitted together as a unit (department). When doing so, various errors, warnings or workflow notifications will display. Errors must be corrected before submitting with "Start Workflow." Department chairs are first approver in the workflow for original schedule submission; some dean's offices are also in the approval workflow. Schedules can be submitted when completed and must be done in time for the final approval to be completed by the deadline.

There is no longer a need for departments to run a schedule error report. The R000103 report has been removed from WSU Reporting.

We encourage all schedule builders to take a refresher training course. Find the myTraining link on the Faculty/Staff tab in the myWSU portal for information.

Your completed department schedule for Spring must be submitted and have final workflow approval by September 5, 2025.