



CourseLeaf CLSS Section Scheduler Guide

Logging onto the site:

Using Chrome, Safari, or Firefox, navigate to the CLSS instance page at: <https://nextcatalog.tamut.edu/wen>

1. Click on the term you want to make edits for (ex: summer 2021, fall 2021)
2. Choose the appropriate scheduling unit by double clicking the schedule unit name (ex: Accounting)
3. From the scheduling unit screen, choose the course to schedule. Click the View By filter to view by course, instructor, or Day and Time. Click the Initialize Framer or Visualize icons to view the schedule information from those screens.

Contact Information

Schedule of Classes email

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Glossary of Terms

- **Child section-** a section added to an existing “parent” section becomes the child and inherits the meeting pattern, enrollment caps, instructor; appears as “Also” section on combined sections (i.e. SOC 320)
- **CLSS-** CourseLeaf Section Scheduler- Plan, edit, validate, and publish class schedule
- **Cross-referenced/cross-listed course:** are shared by two or more scheduling units; have identical course elements (number, title, description, mode of instruction) except the course prefix which reflects the academic department or program.
- **Design mode:** all changes to the schedule are held for a scheduling unit and validated at one time by clicking the Validate icon.
- **Framer:** a view of sections by Instance. Historical data can be viewed in three formats.
- **Heat map:** a visual representation of the number of sections in a scheduled week.
- **Instance:** the term (fall/spring/summer) being scheduled.
- **Modes:** How CLSS processes requests. There are two modes. Design mode and Refine mode.
- **Parent section:** changes to pattern, enrollment caps, and instructor; appears as “See” section on combined sections (i.e. CJ 320)
- **Phases:** periods of time where changes are based on security (Plan, Proof, Publish, Registration, Post-Registration, Archive)
- **Refine Mode:** changes to sections are validated and sent through workflow when each section is saved.
- **Rules:** are used by CLSS to determine whether sections or scheduling units meet certain criteria set by the Registrar’s Office.

- **Scheduling Unit:** group of courses that are scheduled together by the same Department.
- **Section:** a section is the most granular scheduling item; a particular course at a specific meeting pattern.
- **SIS:** student information system (Banner)
- **Snapper:** shows the section being scheduled and related sections. The Snapper will attempt to “snap” the section into a pre-defined, standard meeting pattern. Default view is all sections of the same course but other courses of interest can be added for visual of overall scheduling.
- **Workflow:** a standardized sequence of steps that may follow for approval.

CAMPUS CODES	
Code	Description
M	Main Campus, Texarkana
W	Online (internet)
NT	Northeast Texas Comm College
PJ	Paris Junior College
RL	RELLIS campus
RW	RELLIS online (internet)
R8	Region 8 Education Service Center
TI	Texarkana, TX ISD

MEETING PATTERN SYNTAX	
Code	Description
U	Sunday
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
Ex: TR 9:30am-10:45am	

Warning/Error Messages



Red: Hard stop. You must click “close” and then make the correction noted in the error message.



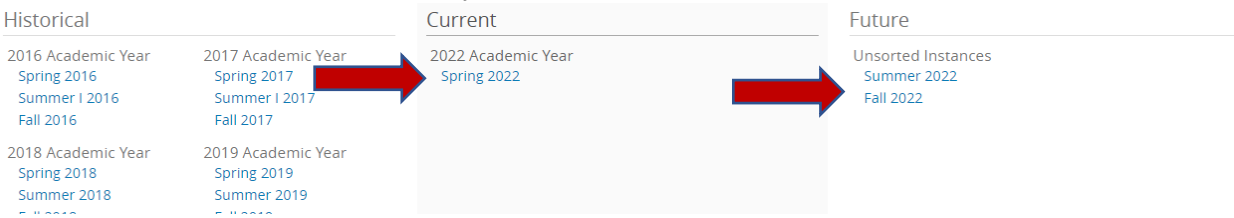
Yellow: Warning. Will not prevent you from saving, but we recommend complying with the message.



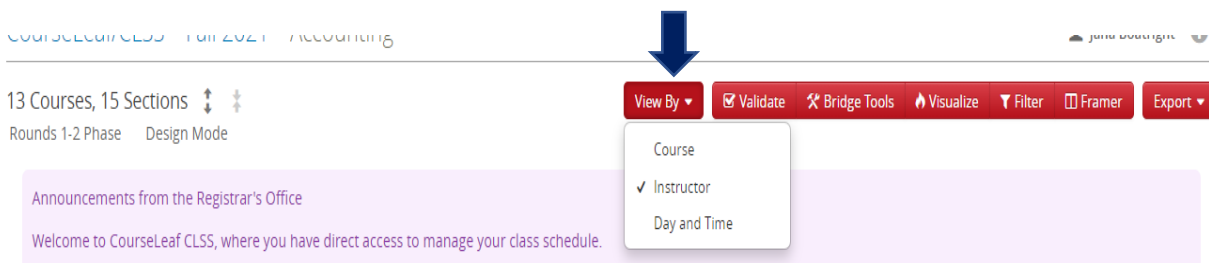
Blue: Workflow. Click “Workflow” will route the proposed changes through the established workflow and will end with the Schedule Team in the Registrar’s Office.

To view departmental schedule and course offerings:

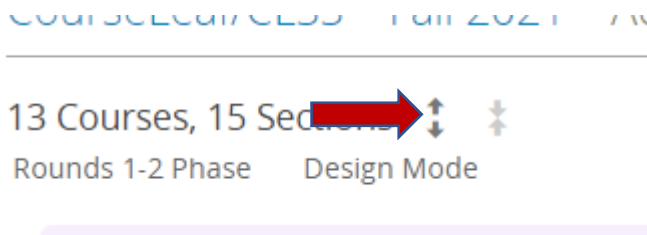
1. Click on the instance (term) that you wish to view.



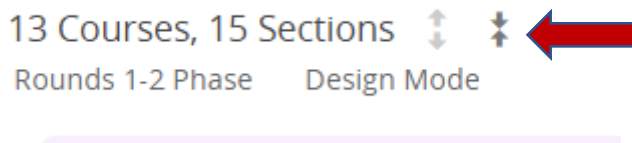
2. Sections may be viewed by course, instructor, or meeting pattern. To change the view, click on the View By drop down and make a selection.



3. To view all sections under each course, click on the double arrows to expand.



4. To close the view, click on the double arrow to minimize.



- To view active courses with no current sections, click on the check box for “Show courses with no sections”.

13 Courses, 15 Sections
Rounds 1-2 Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

- To export the course schedule, click on the Export button and select the format. The report will export in the view currently selected.

View By Validate Bridge Tools Visualize Filter Framer Export

Show

- Excel File (.csv)
- PDF File (.pdf)

ule.

View historical course information using the Framer:

- Click the **Framer** button

13 Courses, 15 Sections
Rounds 1-2 Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

- The Framer will show multiple terms at one time. Use the left and right arrows to view a different term.
- You may add a section using the framer by hovering over the course and click on the green **Add Section** icon.

	Fall 2021	Summer 2021	Spring 2021
ACCT 2301 Principles of Accounting I	2 LEC (66)		1 LEC (26)
ACCT 2302 Principles of Accounting II	1 LEC (22)		2 LEC (54)
ACCT 321 Intermediate Accounting I	ACCT 321 – Intermediate Acct I (EL) 2 LEC (49)		ACCT 321 – Intermediate Acct I (EL) 1 LEC (35)
ACCT 322 Intermediate Accounting II	1 LEC (26)	Add Section	1 LEC (26)
ACCT 323 Intermediate Accounting III	1 LEC (19)		
ACCT 324	1 LEC (26)		

How to create a new section:

1. Click on the instance/term that you wish to add a section to.



2. Double click the subject and course number to be added.

CourseLeaf/CLSS – Fall 2021 – Accounting Jana Boatright

13 Courses, 15 Sections View By Validate Bridge Tools Visualize Filter Framer Export
Rounds 1-2 Phase Design Mode Show courses with no sections

- > **ACCT 321 – Intermediate Accounting I (EL)** ←
- ACCT 322 – Intermediate Accounting II
- ACCT 323 – Intermediate Accounting III
- ACCT 324 – Income Tax Accounting
- ACCT 421 – Governmental Accounting
- ACCT 425 – Cost Accounting
- ACCT 429 – Accounting Systems
- ACCT 525 – Administrative Controls
- ACCT 526 – Accounting for Managers
- ACCT 558 – Accounting & Audit Research
- ACCT 577 – Data Analytics

3. To add a new section, click the green plus sign.

> ACCT 321 – Intermediate Accounting I (EL) ✕ +

001	LEC	Jefferies, Selena, G.	TR 11am-12:15pm
01W	LEC	Jefferies, Selena, G.	Does Not Meet

- The section editing screen will open. Update the section information as necessary. (See Section Coding and Anatomy of a Section below).

Create Section – ACCT 321: Intermediate Accounting I (EL)

Section Information

Title/Topic: Intermediate Acct I (EL) (Default Value) | Part of Term: Full Term (8/23/21 to 12/8/21)

Section #: 002 | Campus: Main Campus (Texarkana, TX)

Credit Hrs: 3 | Inst. Method: Face-to-Face

Status: Active | Special Approval: (None Assigned)

Schedule Type: Lecture | Link To: Not linked to other sections

Cross-list With: Select section... | Restrictions: Level

Prerequisites: 2 configured

Section Attributes | **Course Attributes**

None Selected | CBET Diff Designated Tuition

Instructor | **Room** | **Schedule**

STAFF, . | General Assignment Room | Does Not Meet

Room Attributes

None Selected

Enrollment | **Section Text**

0 current | None Assigned

Maximum: | Wait Cap: 10

Comments

[Empty text area]

[Cancel] [Save Section]

- Click the “Save Selection” button to save and create the new CRN and section.

Errors: If errors occur, they will be displayed in the Validation Details window. The errors related to the section you are working on will be displayed in red text.

Validation Details

⊖ The section data you have provided cannot be saved. Please review and correct the errors listed below.

⊖ 14. If Campus is Online-Internet (W), Room must be Online (Internet) WEB (ONLN WEB) and vice versa

1. If Campus is Online-Internet (W), Room must be Online (Internet) WEB (ONLN WEB) and vice versa test

- 14. If Campus is Online-Internet (W), Room must be Online (Internet) WEB (ONLN WEB)
- 14a. If Room is Online (Internet) WEB (ONLN WEB), Campus must be Online-Internet (W)

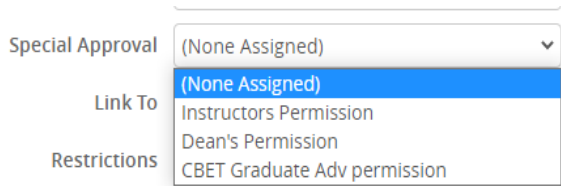
- 05Eb. Section numbers ending in E must have Inst. Method of WEE
- 05La. Section numbers ending in L, must have schedule type of LAB
- 05Lb. Schedule type of LAB must have Section numbers ending in L
- 05Sa. Section numbers ending in S or R must have campus of Main, NT, or PJ
- 05Sb. Section numbers ending in S must have Inst. Method TTVN
- 05Wa. Section numbers ending in W must have Campus of Online-Internet (W)
- **05Wb. Campus of Online-Internet (W) must have Section numbers ending in W or L** ←
- 05Wc. Section numbers ending in W must have and must have Inst. Method of Internet (WEB)

Editing and updating section information:

The subject, course number, course title, credit hours, status, schedule type, part of term (defaults to full term), campus, instructional method, section & course attributes, prerequisites, and restrictions will auto-populate. **Prerequisites and restrictions are not editable.**

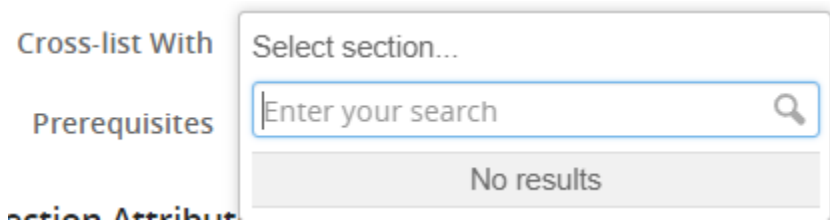
1. **Updating section numbers:** The section number will automatically update to the next available section number. Section numbers may be edited to fill in gaps in sequencing, or to follow the section coding standards as listed below.
2. **Updating Special Approval:** The Special Approval field indicates whether approval is needed for a student to register for the section.

To update special approval, click on the drop down menu and select the desired approval option.



3. **Updating Cross-listing:** The cross-listing field indicates whether a section is stacked. Stacked sections have the same meeting pattern, meet in the same room/location, and have the same instructor.


To update the cross-listing of a section with another, click on the drop down menu.



Type in the subject and course number. CLSS will bring up a list of sections matching the entered search criteria. Select the section that is to be cross-listed with the section being updated.

Cross-list With

Select section...

- SOC 310-01W (Lecture)
- SOC 385-001 (Lecture)

- Updating Part of Term (session):** The Part of Term updates when the course will be offered during the semester. The drop down will reflect options that are available in Banner.

To update the part of term/session, click on the drop down menu and select the desired part of term.

Part of Term

Full Term (8/23/21 to 12/8/21) ▼

- Full Term (8/23/21 to 12/8/21)
- 1st 8 week (first half term) (8/23/21 to 10/15/21)
- 2nd 8 week (second half term) (10/18/21 to 12/8/21)
- Face-to-Face

- Campus:** To update the campus, click the drop down arrow, and select the desired campus.

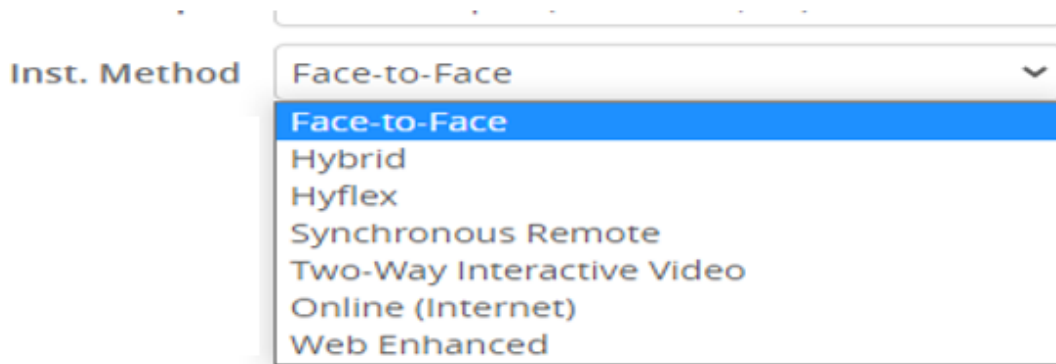
Campus

Main Campus (Texarkana, TX) ▼

- Main Campus (Texarkana, TX)
- Online (Internet)
- Northeast Texas Community Coll
- Paris Junior College
- RELLIS campus
- Region 8 Educ Service Ctr
- Texarkana, Tx ISD

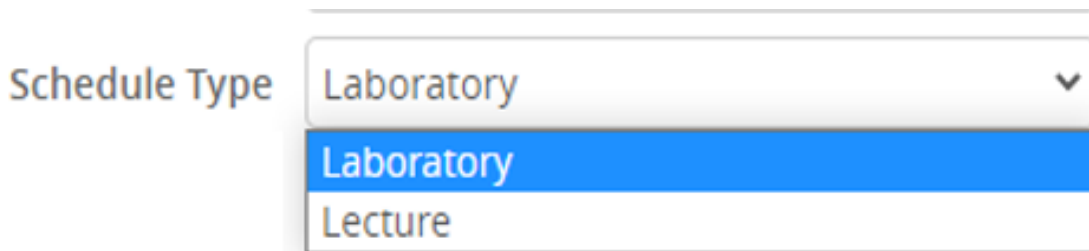
- Instructional Method:** The Inst. Method (instructional method) updates the method in which the course will be taught.

To update the Instructional Method, click the drop down arrow and select the desired method.



7. **Schedule Type:** The list of available Schedule Types pulls from Banner at the catalog level.

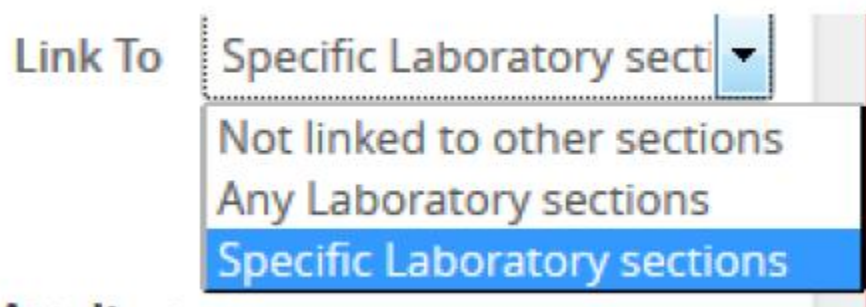
To update the Schedule Type, click on the drop down arrow and make the selection.



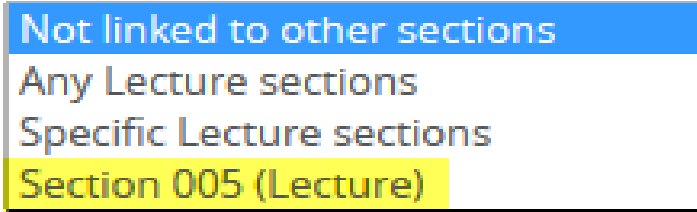
8. **Updating Links:** Linking two sections requires a student to take two sections of a particular course during the same term.

To link a lecture section to **any lab** section, click on the drop down arrow and select “Any Laboratory section”.

To link a lecture section to a specific lab section, select “Specific Laboratory sections”



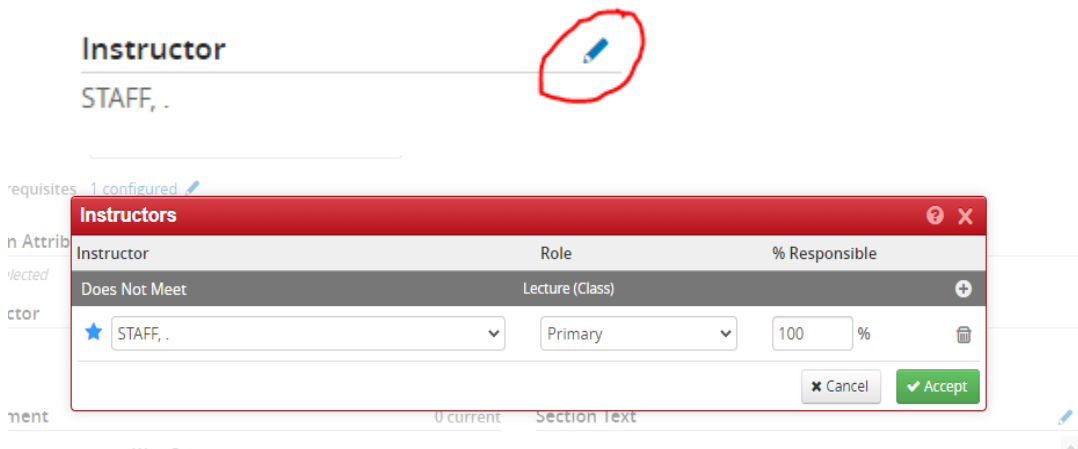
Then link the lab section to the specific lecture section.



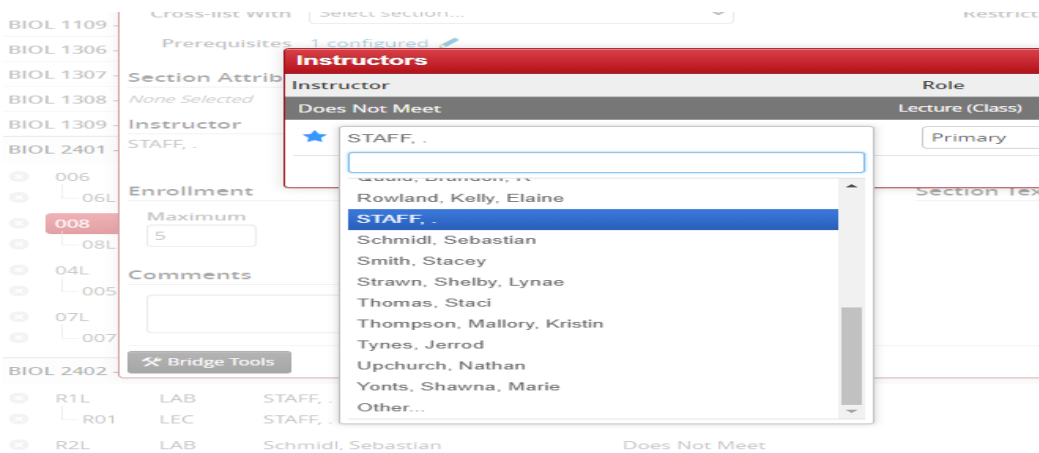
BIOL 2401 - Human Anatomy and Physiology I				
✕	006	LEC	Allard, David, W.	MWF 9am-9:50am
✕	06L	LAB	STAFF, .	F 10am-1pm

Note: If there is only one lecture/lab combination, the dashes indentation may not appear.

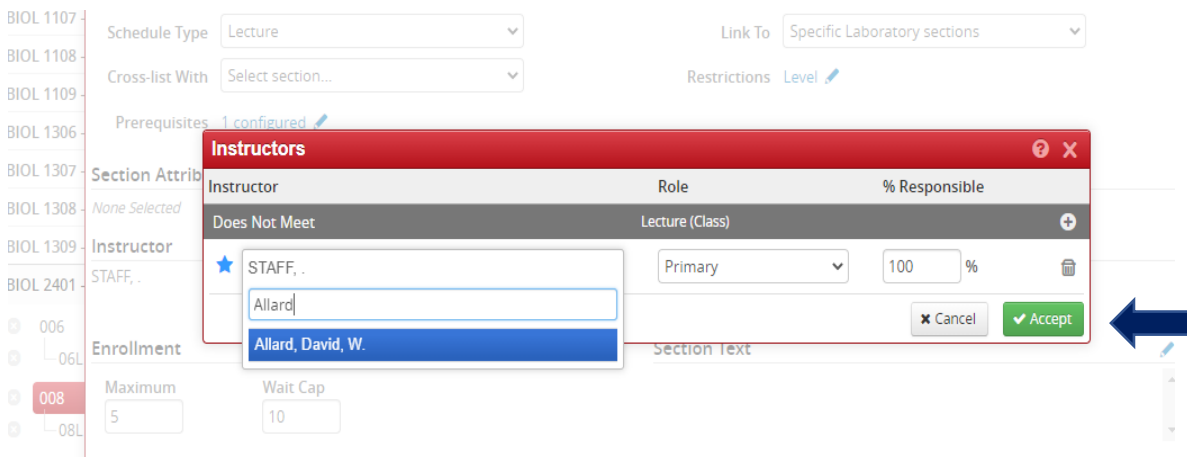
- Prerequisites:** Prerequisites list the course(s) required to be completed before a student can register for the current course. Prerequisites are approved at the course level via the curriculum process. Prerequisites are not editable via CLSS.
- Restrictions:** Restrictions list registration restrictions such as level, classification, cohort, degree, field of study/major, program, or student attribute, that may prevent a student from registering for the course. Restrictions are configured at the catalog/course level and are not editable in CLSS.
- Section Attributes/Course Attributes:** attributes are codes that are primarily used for degree audits, transcripts, fees, among others. They differ from restrictions and prerequisites, which are used to manage enrollment. These are not editable in CLSS.
- Instructor:** To assign an instructor to a section, click on the pencil icon to open the Instructor edit box.



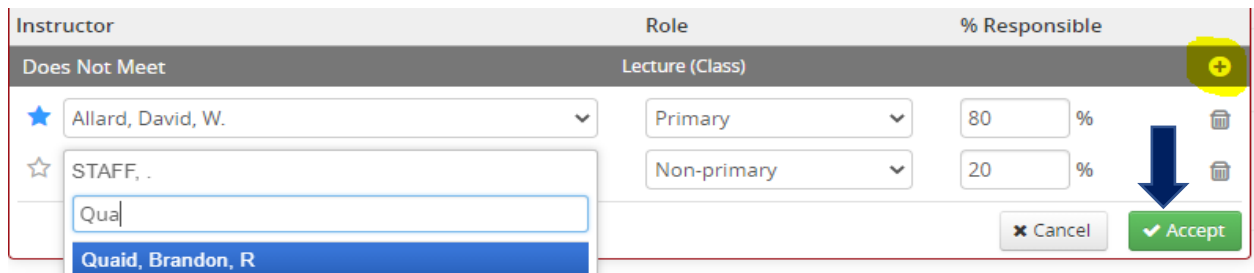
Click on the down arrow in the instructor field to display a list of instructors. *The instructors listed will be associated with the specific scheduling unit/college.*



To search for a particular instructor, begin typing the instructor's last name. A list of available instructors will appear below.



Multiple instructors: Multiple instructors can be listed. To add additional instructors, click on the plus icon. This will insert an extra record to list another instructor. **Only one instructor can be listed as the primary instructor. The % Responsible must equal 100% between all instructors.**



13. **Room:** The room list contains a listing of all rooms available to the scheduling unit. To select a room, click on the drop down arrow and make the desired room option. **Selecting a room is only a request and is not guaranteed. Rooms are scheduled via AdAstra and are dependent on availability.**

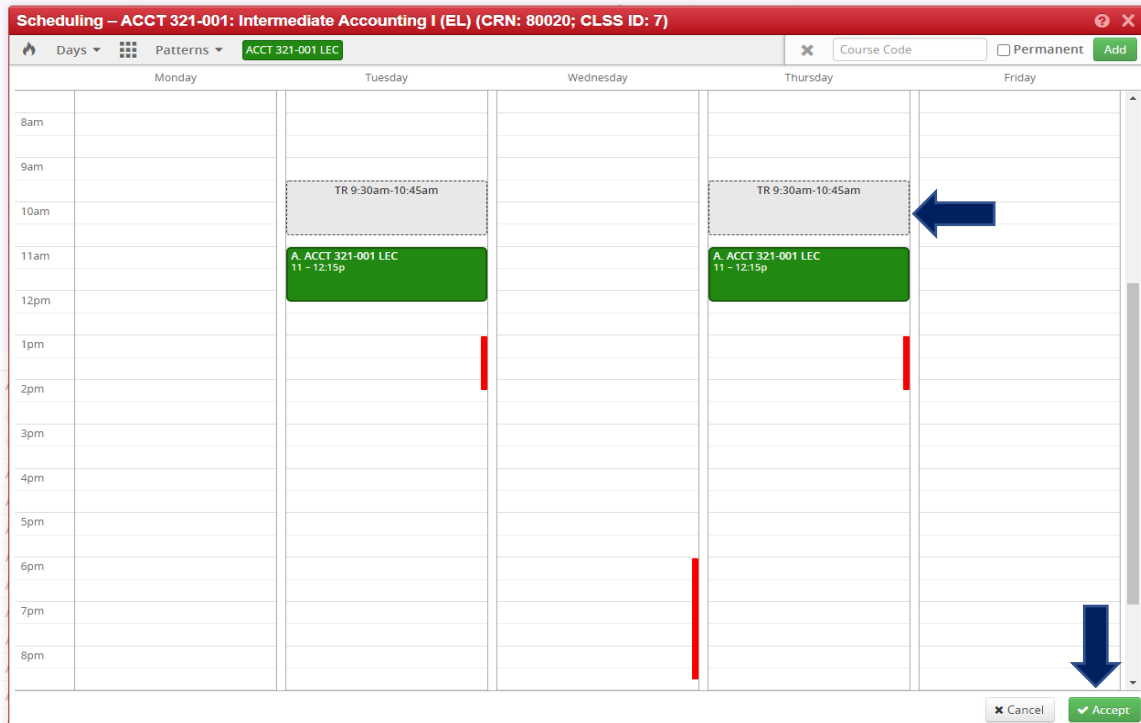
General Room Assignment- will be routed to the Scheduling Team in the Registrar's Office for room assignment. A max enrollment greater than zero is needed for a room assignment.

14. **Updating the Meeting days/time:** To update the meeting pattern, click on the "Does Not Meet" link. This will open the Schedule Snapper window.
- 15.

Schedule

 Does Not Meet

The Schedule Snapper grid will show all the meeting patterns of other like sections. Click on the available time slot and then click accept. **When hovering your cursor over the time grid, available time slots will appear grey.**



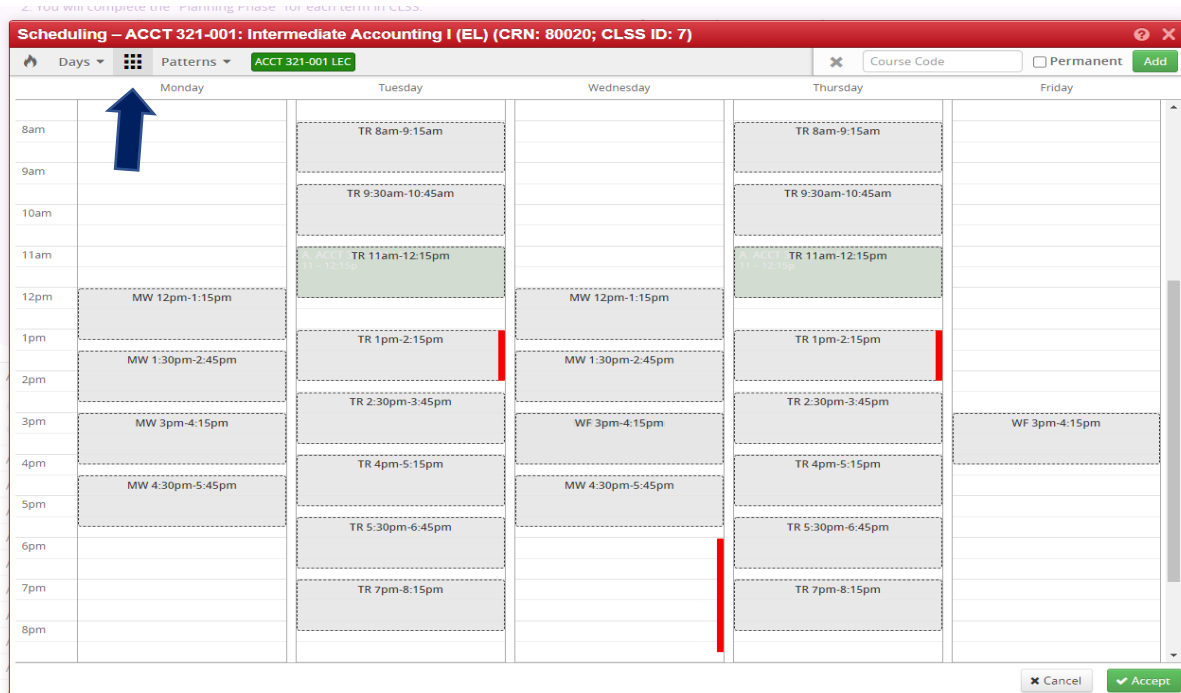
Scheduling – ACCT 321-001: Intermediate Accounting I (EL) (CRN: 80020; CLSS ID: 7)

Days ▾ Patterns ▾ ACCT 321-001 LEC Course Code Permanent Add

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am		TR 9:30am-10:45am		TR 9:30am-10:45am	
11am		A. ACCT 321-001 LEC 11 - 12:15p		A. ACCT 321-001 LEC 11 - 12:15p	
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Cancel Accept

To view all possible standard start times, click on the box icon. The grid view will update in grey.

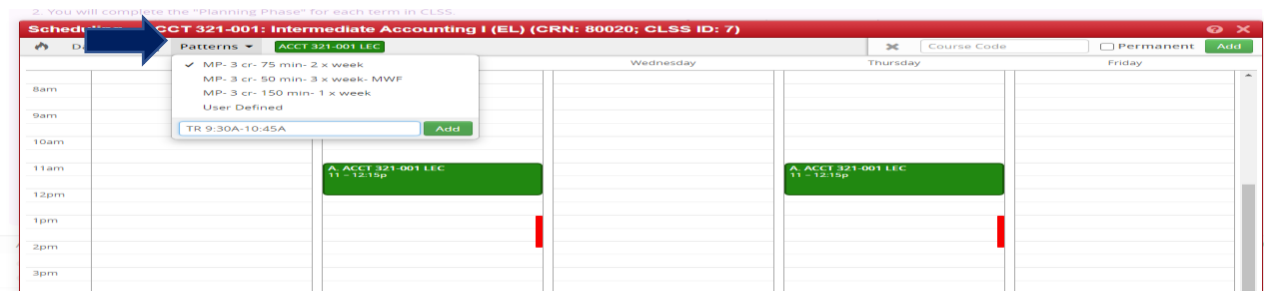


Propose a User Defined meeting pattern: A user defined meeting pattern is a non-standard meeting pattern and must be approved by the Provost.

To propose a User Defined meeting pattern:


- click on the Patterns menu at the top of the Schedule Snapper window.
- enter the meeting pattern in the Meeting Pattern Name field and click Add.
- The meeting pattern must be entered using the days of the week, ex: TR, and the start time with AM or PM designated, and the end time with AM or PM designated.
 - Ex: TR 9:30AM-10:45AM. You may also use A or P to designate AM or PM.

The user defined meeting pattern will populate the Schedule Snapper grid. Click Accept when done.

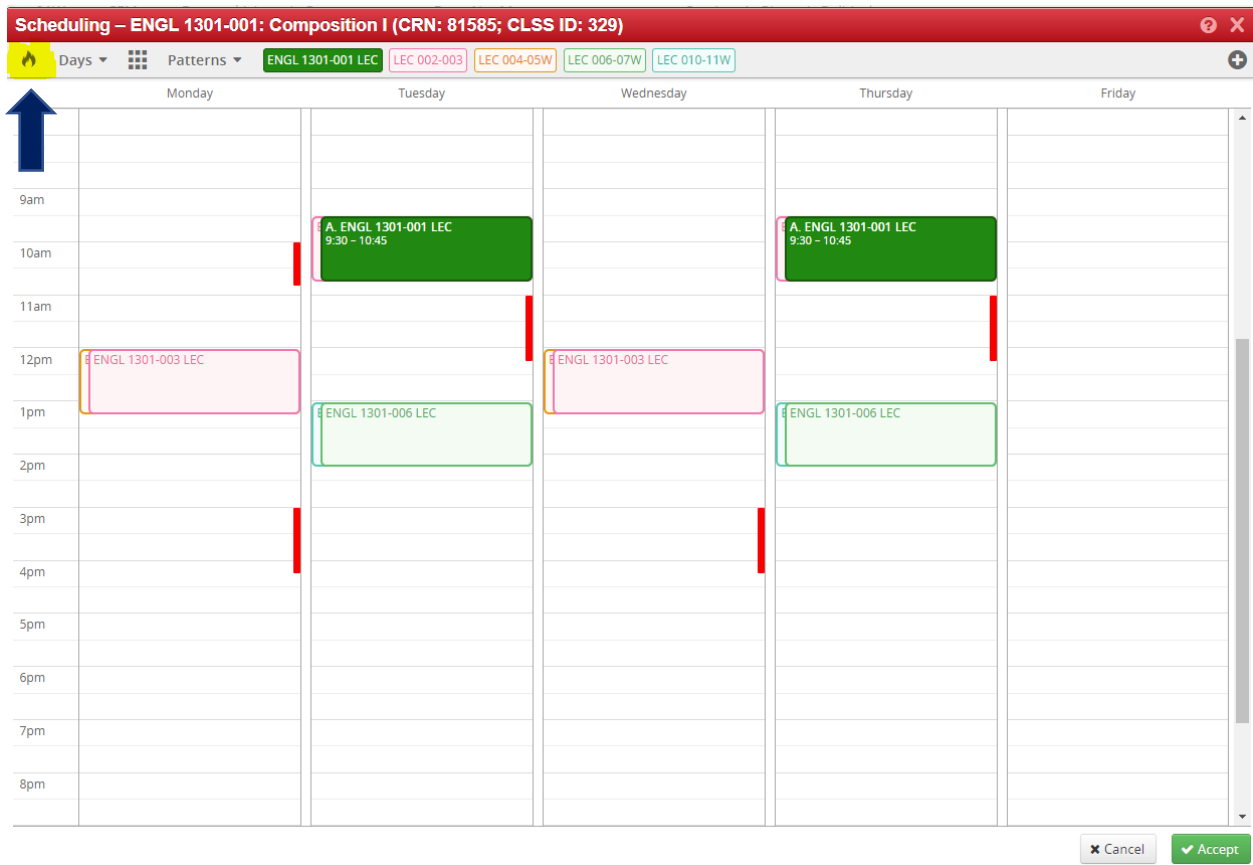


Once a meeting pattern is selected, the days/times will populate on the Section edit window like below. To edit the days/time, click on the link and repeat the steps above. If you wish to remove the days/time completely, click on the **red X**.

Schedule

 **MWF 8am-8:50am** **X**

To view a heat map of the currently scheduled sections, click on the flame icon in the top left corner of the Schedule Snapper grid.



Scheduling – ENGL 1301-001: Composition I (CRN: 81585; CLSS ID: 329)

Days ▾ Patterns ▾ ENGL 1301-001 LEC LEC 002-003 LEC 004-05W LEC 006-07W LEC 010-11W

Monday Tuesday Wednesday Thursday Friday

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

Cancel Accept

Click the calendar icon to return to the standard view above.

The screenshot shows a window titled "Scheduling - ENGL 1301-001: Composition I (CRN: 81585; CLSS ID: 329)". The interface includes a "Days" dropdown menu and a calendar grid. The grid has columns for Monday through Friday and rows for time slots from 9am to 8pm. Red blocks indicate class sessions: Monday 12pm-1pm, Tuesday 10am-11am and 1pm-2pm, Wednesday 12pm-1pm, and Thursday 10am-11am and 1pm-2pm. A blue arrow points to the calendar icon in the top left corner.

To view only certain days click on the days drop down arrow. Uncheck the day(s) to remove it from the Schedule Snapper view.

The screenshot shows the same window as above, but with the "Days" dropdown menu open. The menu lists days from Monday to Sunday, with Monday through Friday checked. The calendar grid shows colored blocks for class sessions: green blocks for "A_ENGL 1301-001 LEC 9:30 - 10:45" on Tuesday and Thursday; pink blocks for "ENGL 1301-003 LEC" on Monday, Wednesday, and Thursday; and light green blocks for "ENGL 1301-006 LEC" on Tuesday and Thursday. A blue arrow points to the "Days" dropdown menu.

16. **Enrollment:** Used to manage max and waitlist enrollment.

Click in the box for either Maximum or Wait Cap to enter the desired cap. Wait cap is used for the waitlist option and will allow students to add themselves to the waitlist if a section is full.

Enrollment

Maximum

Wait Cap

17. **Cross-list enrollment:** Cross-list enrollment is the total max enrollment cap between the cross-listed courses. The cross-list enrollment will automatically adjust when the max enrollment cap is adjusted on the individual sections. Cross-list enrollment is not editable in CLSS.

Cross-list Enrollment

Maximum

18. **Updating Section text:** Free-format field to display notes containing information that the department would like to relay to students during registration. Ex: indicate section for specific majors only (i.e. BAAS majors only), cross-listed with another section, indicate student must also register for another section.

01W	80747	Web Based Class	Allard, David	Hours: 4	72	0
Meets 8/23/2021 – 12/8/2021						
Vita Books/Materials						
NOTE: This lecture section requires students MUST also enroll in one of the two lab sections: BIOL 2401.01L, BIOL 2401.02L.						
Campus: Online (Internet)						

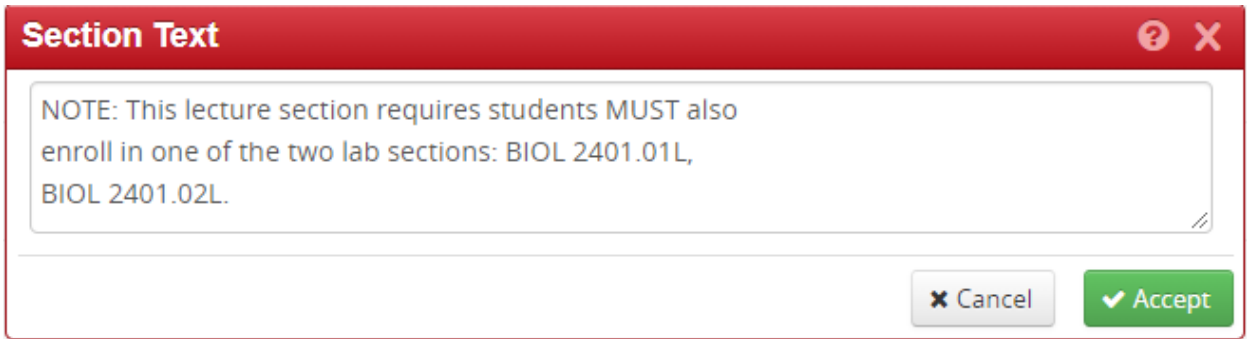


To update the section text, click on the pencil icon

Section Text



The Section Text edit box will display. Enter the text to be displayed, then click Accept.
Start the section text with NOTE:



Section Text

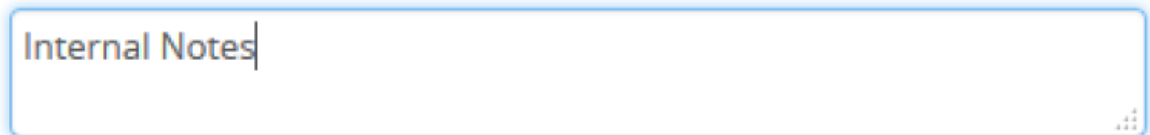
NOTE: This lecture section requires students MUST also enroll in one of the two lab sections: BIOL 2401.01L, BIOL 2401.02L.

Cancel Accept

19. **Comments:** Are used for internal notes and information to be sent to the Schedule Team in the Registrar's Office.

To update the Comment section, type any internal notes and information.

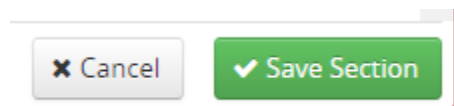
Comments



Internal Notes

Saving Updates:

1. Once all the necessary changes have been made to the section, click on the "Save Section" icon.
2. Alternately, to cancel any change, click on the "Cancel" icon.



Cancel Save Section

Deleting course or section:

To delete a single section:

- Navigate to the section to be deleted
- Select the section to be deleted, so it is highlighted red
- Click on the white X that appears on the same line of the section to be deleted

BIOL 2401 - Human Anatomy and Physiology I				
⊙	01L	LAB	Allard, David, W.	Does Not Meet
⊙	01W	LEC	Allard, David, W.	Does Not Meet
⊙	02L	LAB	Allard, David, W.	Does Not Meet
➔	03L	LAB	Allard, David, W.	Does Not Meet

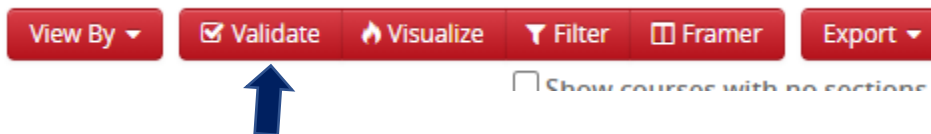
Note: Deleting a course in CLSS (and sections), will only delete the sections from the current instance and not the catalog.

To delete a course and all the existing sections, click on the **red X**.

BIOL 2401 - Human Anatomy and Physiology I				
⊙	01L	LAB	Allard, David, W.	Does Not Meet
⊙	01W	LEC	Allard, David, W.	Does Not Meet
⊙	02L	LAB	Allard, David, W.	Does Not Meet
⊙	03L	LAB	Allard, David, W.	Does Not Meet

Validating the schedule unit

Once all changes have been made for the scheduling unit, click the Validate icon. Validating will check for errors, warnings, and workflows for the scheduling unit.



If there are any errors, click the Close button, and resolve all errors before re-validating. Click the Export button to export the validation report into Excel.

The screenshot shows a window titled "Validating Scheduling Unit" with a red header bar. Below the header, the text "Rule Validation Complete" is centered. At the top of the main content area, there are four statistics: "Total: 34", "Complete: 34", "Passed: 25", and "Failed: 9" with a small blue icon to the right of the last number. The main content area is a scrollable list of validation rules. Each rule is preceded by a circular icon: a blue person icon for informational rules and a red minus sign for error rules. The rules listed are: "Standard Meeting Pattern Policy" (informational), "14. If Campus is Online-Internet (W), Room must be Online (Internet) WEB (ONLN WEB) and vice versa" (error), "General Assignment Room Rule" (informational), "22. Max Enrollment must be < Actual Room Cap" (error), "24. All cross-listings are reviewed for accurate setup" (informational), and "26. Cross-list Max Enrollment must be < Actual Room Cap" (error). Each rule has a sub-list of details and a "Show noncompliant sections" link. At the bottom left of the window is an "Export" button with a grid icon, and at the bottom right is a "Close" button with an 'x' icon. Two large blue arrows point downwards from the top of the scrollable area towards the "Export" and "Close" buttons.

The Submit Now button will display once all errors have been resolved. The Submit Now button will appear if there are only warnings, or if the scheduling unit was valid.

Click the Start Workflow button to submit the scheduling unit through workflow. This option will appear if there are any rules that require workflow. Workflow will be completed before any data is moved to Banner.

Section Number Coding

The following information is to assist schedulers in developing their class schedules, as well as for internal/external reporting, and billing purposes.

Standard Section Number Coding (effective summer 2022)

Section Code	Instructional Method	Campus	Schedule type	Room Request	Notes
001, 002, 003, etc	Face-to-face	Main Campus (Texarkana)	Any	UC, SCIT, BASS, General Assignment Room, No Room Assigned	
01L, 02L, 03L. Etc	Any	Any	Laboratory (LAB)	UC, SCIT, BASS, General Assignment Room, No Room Assigned	
01W, 02W, etc	Online (Internet)	Online (Internet)	Any	Online (Internet) WEB	
01E, 02E, 03E, etc	Web Enhanced (WEE)	Main Campus (Texarkana)	Any	UC, SCIT, BASS, General Assignment Room	
41E, 42E, 43E, etc	Web Enhanced (WEE)	Off campus sites: Northeast Texas Comm College, Paris Junior College, Region 8 Educ Service Ctr; not RELLIS, or online	Any	General Assignment Room	
401, 402, 403, etc	Face-to-face	Off campus sites: Northeast Texas Comm Coll, Paris Junior Coll, Region 8 Educ Service Ctr, Texarkana, TX TISD; not RELLIS, or online	Any	General Assignment Room	
01S, 02S, 03S, etc (Sending section)	Two-Way Interactive video (TTVN)	Main Campus (Texarkana)	Any	UC 210, 217, 243	Sender section: cross-listed w/ Receiver off-site section
01R, 012R, 03R, etc (Receiving section)	Two-Way Interactive video (TTVN)	Main Campus (Texarkana)	Any	UC 210, 217, 243	Receiver section: cross-listed w/ Sending off-site section.

42R, 43R, etc (Receiving section)	Two-Way Interactive video (TTVN)	Off campus sites: Northeast Texas Comm Coll, Paris Junior College;; not RELLIS, or online	Any	General Assignment Room	Receiver section: cross-listed w/ Sender on-campus section
42S, 43S, etc (Sending section)	Two-Way Interactive Video (TTVN)	Off campus sites: Northeast Texas Comm Coll, Paris Junior College;; not RELLIS, or online	Any	General Assignment Room	Sending section: cross-listed w/ Receiver on-campus section

Section Code	Instructional Method	Campus	Schedule type	Room Request	Notes
01X, 02X, 03X, etc	Hyflex (HYFL)	Main Campus (Texarkana)	Any	UC, SCIT, BASS, General Assignment Room	
41X, 42X, etc	Hyflex (HYFL)	Off campus sites: Northeast Texas Comm College, Paris Junior College, Region 8 Educ Service Ctr; not RELLIS, or online	Any	General Assignment Room	
01C, 02C, etc	Synchronous Remote (SYNC)	Main Campus (Texarkana)	Any	ONLN SYNC	
41C, 42C, etc	Synchronous Remote (SYNC)	Off campus sites: Northeast Texas Comm College, Paris Junior College, Region 8 Educ Service Ctr; not RELLIS, or online	Any	ONLN SYNC	

RELLIS Section Number Coding

<u>Section Code</u>	<u>Instructional Method</u>	<u>Campus</u>	<u>Schedule type</u>	<u>Room*</u>	<u>Notes</u>
R01, R02, etc	Face-to-Face	RELLIS (RL)	Any	General Assignment Room	Must use RELLIS part of term
R1L, R2L, etc	Any	RELLIS (RL)	Laboratory (LAB)	General Assignment Room	Must use RELLIS part of term
R1W, R2W, etc	Online (Internet)	RELLIS online/internet (RW)- new	Any	Online (Internet) WEB	Must use RELLIS part of term
R1C, R2C, etc	Synchronous remote (SYNC)	RELLIS (RL)	Any	General Assignment Room	Must use RELLIS part of term
R1X, R2X, etc	Hyflex (HYFL)	RELLIS (RL)	Any	General Assignment Room	Must use RELLIS part of term
R1B, R2B, etc	Hybrid (HYBR)	RELLIS (RL)	Any	General Assignment Room	Must use RELLIS part of term

Anatomy of a Section

Create Section – ACCT 424: Corporate Income Tax

Section Information

1 Title/Topic: Corporate Income Tax Acct (Default Valu...
 2 Section #: 001
 3 Credit Hrs: 3
 4 Status: Active
 5 Schedule Type: Lecture
 6 Cross-list With: Select section...
 7 Prerequisites: 1 configured

8 Part of Term: Full Term (8/24/20 to 12/9/20)
 9 Campus: Main Campus (Texarkana, TX)
 10 Inst. Method: Face-to-Face
 11 Special Approval: (None Assigned)
 12 Link To: Not linked to other sections
 13 Restrictions: Level

Section Attributes None Selected
Course Attributes None Assigned

Instructor STAFF, .
Room 15 No Room Assigned
Schedule 16 Does Not Meet

Enrollment 0 current
 18 Maximum:
 Wait Cap: 10

Section Text 17 None Assigned

Comments
 19

Bridge Tools Cancel Save Section

20

- Title/Topic:** Will default to the approved title/topic. If a class is approved to allow topics changes, select *Other* from the dropdown menu to enter the title/topic, or select topic from dropdown menu if listed. *Only Independent Studies (courses ending in 89, ex: 189, 289, 489, etc), or Special Topics (courses ending in 97, ex: 397, 497, etc) are approved for topics changes.*
- Section #:** Must follow *section numbering* guidelines above. **Requires three characters.**
- Credit Hrs:** Will default to what is recorded in Banner. Only certain courses will have variable hours, that can be edited. **Whole numbers must be entered for credit hours.**
- Status:** Active or Cancelled. May only cancel sections in Publish or Registration phase.
- Schedule type:** Will default to what is recorded in Banner Every course is assigned one of the following schedule types: *Dissertation, Independent Study, Laboratory, Lecture, Lecture and Lab, Masters Thesis, Practicum, Seminar, Thesis.*
- Cross-List With:** Indicates whether a section is stacked. Stacked sections meet on the same days/times, meet in the same room, and have the same instructor.
- Prerequisites:** Will default to what is listed in Banner and is configured based on approved curriculum. May not be edited in CLSS.
- Part of Term:** Part of Term/Session refers to 16 week, 1st 8 week, 2nd 8 week, RELLIS full term for fall/spring semesters, or 1st 5 week, 2nd 5 week, 10 week for summer term. *Defaults to full term.* Select session/part of term from drop down menu.
- Campus:** On campus (main), off campus sites, and online. *Defaults to Main Campus (Texarkana).* Select campus from drop down menu. Campus plays a role in section numbering. Please refer to section numbering information above.

10. **Inst. Method:** Face to face (F2F), Online (internet), Web Enhanced, TTVN, Hybrid, Hyflex, Synchronous Remote. *Default is Face to face.* Select instructional method from drop down menu. Instructional method plays a role in section numbering. Please refer to section numbering information above.
11. **Special Approval:** Instructors Permission, Dean's Permission, CBET Graduate Adv Permission.
12. **Link To:** Used to link sections together, and requiring students to register for the linked course in addition to the one they are trying to register for. Ex: linking a lab to a lecture. ***Courses that have co-requisites, will have to be linked instead.***
13. **Restrictions:** Defaulted to what is listed in Banner based on approved curriculum and university policy.
14. **Instructor:** Multiple instructors may be listed for each course section. The instructor with the **BLUE STAR** to the left of their name is the primary instructor.
15. **Room:** select the room from the drop down menu. If the preferred room is not listed, select General Assignment room, and add requested room in the Comments box. ***Room selection is only a request, and no guarantee the room will be available.***
16. **Schedule:** click on the calendar icon
17. **Section Text:** Free-format field to display notes containing information that the department would like to relay to students during registration. Ex: indicate section for specific majors only (i.e. BAAS majors only), cross-listed with another section, indicate student must also register for another section.
18. **Enrollment Max/Wait Cap:**
19. **Comments:** Communicate additional information to the Registrar's Office. Internal use only.
20. **Save Section:** Once all changes have been made on the section, click on the "Save Section" icon.