

## Design Mode in CLSS

You will start scheduling a new term in CLSS in Design mode. This is considered the stage when your class schedule is in a rough draft state. Over the course of the next several weeks, you will work on finalizing the details for your department's class schedule.

You may click the Validate button at any time during this phase to check your class schedule against CLSS rules to view overall error and warning messages. Once you are ready to submit your class schedule, you will click Validate and Submit to Workflow, which will send your class schedule to academic scheduling to approve.

The last day in which you can validate your department's class schedule will be posted on the term specific timeline.

### New Term Class Roll

Active classes from the past like term will roll into CLSS. Check the class roll carefully, but here are some other items to note:

- Cancelled classes will not roll.
- Classes that were previously built in the Boulder Campus 8-Wk Session 1 or 8-Wk Session 2 will not roll.
- There are two new sessions called Boulder Campus 7-Wk Session 1 and 7-Wk Session 2, and classes previously offered in the 8-Wk sessions should be built using the new 7-Wk sessions.
- Combined classes stayed combined, but the parent could have changed. Be sure to double-check the right section is the parent section.
- Instructors rolled.
- Instruction modes rolled.
- Class notes rolled, so be sure to review these carefully and update notes accordingly.
- The Enrollment Capacity (Enrollment Maximum field) reverted to the Default Section size as defined at the course catalog level. Carefully check all enrollment capacity limits and re-set them if needed.
- If a class has variable credits and you changed it to a fixed value in the last like term, when it rolled to this term, it reverted back to the variable credit range.
- Most room assignments did not roll, including those that may have rolled in previous terms. Most classes were given a default value of 'Centrally Scheduled Classroom' which you may need to change.

### Room Field in CLSS

There are some important changes/considerations regarding this field so please make note of the following:

- Most classes were given a default value of 'Centrally Scheduled Classroom' in the Room field in CLSS. Even classes that typically meet in department scheduled spaces were given this default value. If the class will meet in a department scheduled space, please update the room assignment before access ends.
- We did our best to populate the room drop-down menu with department scheduled rooms that we think your department uses. This may include some rooms that are technically controlled by other departments but that your department has been allowed to use in the past. Just because a room is in your drop-down menu doesn't mean you have unrestricted access to it—if the room is controlled by another department, please continue to make arrangements with them first before selecting it as a room assignment.
- If you need a room added to your scheduling unit's drop-down menu, please email [academic\\_scheduling](mailto:academic_scheduling).
- Centrally scheduled rooms with department priority will show in your drop-down menu. Those rooms may be selected during Design Mode while you are working on your class schedule. Once we reach Room Assignment phase (when we do batch rooming), those rooms will be scheduled like centrally scheduled rooms and will need to be requested rather than automatically selected.

## Rooming of Classes

For those classes that will go through the batch rooming process, make the following adjustments to prepare those classes before you validate your department's class schedule:

- Add 'Centrally Scheduled Classroom' in the Room field.
- Set up the class using standard meeting patterns.
- Continue to utilize a wide range of meeting patterns across all five days of the week. This will help to minimize the number of classes that can't be roomed and will comply with [scheduling distribution procedures](#).
- The Room Cap Request field should match the Enrollment Maximum field or the Combined Enrollment Maximum field if it is a combined section.

For classes that will **not** be roomed via the batch rooming process, make the following adjustments before validating your department's class schedule:

- For those classes that will be assigned into a department scheduled space, be sure to populate the appropriate room assignment in the Room field
- If you know the class will be in a department scheduled space but don't have the specifics yet, you may use See DEPT in the Room field.

**Please note:** Large and specific room assignments will now be done in CLSS using the preferred features option. Detailed information on this change will be provided in separate documentation.

Academic scheduling may continue to schedule some classes in certain department scheduled spaces. Departments can pre-assign classes in those department scheduled spaces, but we ask that you adhere to the following:

- Do not schedule in excess in those spaces (i.e. add a lot of extra sections to block or hold space for potential future changes).
- Use standard meeting times.
- We may need to work with you to make adjustments to maximize availability in those spaces such as adjusting class times, looking at spaces that would be a better fit, etc.