University of Colorado Boulder

Office of the Registrar
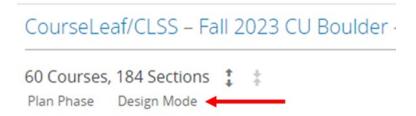Regent Administrative Center 101
20 UCB
Boulder, Colorado 80309

t   303 492 6970
f   303 735 3705
academicscheduling@colorado.edu

CLSS Quick Tips

Phases and Modes:

There are seven phases and two modes in CLSS. **Modes** (Design and Refine) dictate when information bridges between CLSS and CU-SIS. Rules in CLSS are tied to the **phases** and dictate what changes require review. The scheduling timeline posted for each term will outline when we move into each phase, you can also view what phase and mode CLSS is in at the top of your scheduling unit page:

CourseLeaf/CLSS – Fall 2023 CU Boulder ·

60 Courses, 184 Sections

Plan Phase   Design Mode ⟵

- **Plan**
  - Design mode
  - Initial phase when access is granted for a new term.
    - Will need to delete sections rather than cancel in this phase.
- **Room Assignment**
  - Refine mode
  - CLSS will be in Room Assignment phase after schedules are validated. During this phase CLSS will be locked and no edits can made.
- **Review**
  - Refine mode
  - After Rooms have been assigned, access will be returned in the Review phase.
    - 25Live Seek will be available starting with this phase
- **Publish**
  - Refine mode
  - CLSS is published for students to see in Class Search and Buff Portal. Certain changes will now need to go through a workflow for approval
    - i.e., adding and cancelling sections, changing session or campus location code, changing meeting pattern and/or time**.**

- **Registration**
    - Refine mode
    - Registration is now live, and students are actively enrolling in classes. Access is still available in CLSS but is limited and changes may trigger more workflows for approval.
        - If enrollment is greater than 0, class sections may need to be cancelled and a new section added in its place (see Canceling and Re-creating Sections for more information).
- **Freshman Pre-Reg**
    - Refine mode
    - This phase applies to Fall semesters only. Waitlists are removed for undergraduate sections and changes to enrollment caps on undergraduate sections will trigger a workflow. All other changes follow the same process as the Registration phase.
- **Post-Registration**
    - Refine mode
    - All changes will follow the same process as the Registration phase.
- **Locked**
    - Design or Refine mode
    - If CLSS is in the Locked phase, no changes can be made in CLSS. This phase may be used by administration for CLSS updates.
- **Archive**
    - Refine mode
    - Once a term is archived, no changes can be made to that term in CLSS. This phase indicates the end of the scheduling cycle, any changes will need to be submitted to [Academic Scheduling](#).

Design Mode:

When schedules are live for liaisons to edit in CLSS, they are first in Design mode. Design mode is when all changes to classes exist only in CLSS. Below are tips and information related to Design mode in CLSS.

Rooming:

- **Large and Specific Room Requests:**
    - Academic Scheduling will post a timeline for each term detailing when Large and Specific room requests are due. Academic Scheduling will schedule Large/Specific room requests during the Room Assignment phase.
        - Large/Specific room request forms are located on the [Academic Scheduling website](#).

- **SEEC and CC+ Room Requests:**
  - Academic Scheduling will post a timeline for each term detailing when SEEC and CC+ room requests are due. Academic Scheduling will schedule SEEC/CC+ rooms during the Room Assignment phase.
    - SEEC/CC+ room request forms will be distributed via email based on the date listed on the timeline.
- **Centrally Scheduled Rooms:**
  - In the Design mode/Plan phase, classes who would like a centrally scheduled room should select "*Centrally Scheduled Classroom*" from the room drop-down list.
- **Department Controlled Rooms:**
  - Department controlled rooms are available in the room drop-down in CLSS.
    - If a room is missing from your drop-down, please email [Academic Scheduling website](#).
- **Centrally Scheduled Rooms with Department Priority:**
  - During design mode, centrally scheduled rooms with department priority should be selected from the drop-down in CLSS.
    - If a room is missing from you drop-down, please email [Academic Scheduling website](#).

Refine Mode:

Once CLSS is in Refine mode, all changes to classes will bridge over to CU-SIS. There are additional rules in place when making changes within Refine mode that will trigger workflows for additional approval. Below are tips and information related to Refine mode.

Un-roomed Classes after Batch Rooming (Review phase only):

Classes that did not receive a room during the room assignment phase may be given a room at a different time that they can opt in to using.

- Academic scheduling will send out an email to departments with an optional time for some un-roomed sections
- If the department is fine with the time change and would like one of the rooms blocked off by academic scheduling, they can request a room by doing the following:
  - Update the time on the section accordingly
  - Select "centrally scheduled" as the room
  - In the "comments to academic scheduling" indicate that you received an email and are taking a room that is blocked off for this class at the updated time.

Rooming:

- **Centrally Scheduled Rooms:**
  - After the Room Assignment phase, liaisons should use the 25Live Seek tool to select a centrally scheduled room. The 25Live Seek tool will show rooms that are available, meet the enrollment cap and meet any preferred features selected. Once a room is selected the section will be sent to a workflow for Academic Scheduling to approve.
    - <mark>**Important:**</mark> When swapping centrally scheduled rooms between sections, you must drop the room assignment from a section first, then go into the other section and select the room from the 25Live Seek tool. If the room is no longer available, please note the room swap in "Comments to Academic Scheduling" so we can assist.
    - Specialized spaces such as centrally scheduled computer labs will not show up in 25Live Room Seek. Please email Academic Scheduling if you are in need of this type of room.
    - For instructions related on the 25Live Room Seek tool, please refer to page 18 of the CLSS Instruction Guide.
- **Centrally Scheduled Rooms with Department Priority:**
  - Once in refine mode, department priority rooms will be considered a centrally scheduled room and should be selected from the 25Live Seek tool instead of the drop-down.
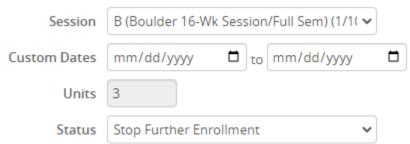- **Department Controlled Rooms:**
  - Department controlled rooms should still be selected from the drop-down in CLSS.

Canceling and Recreating sections:

If you are making a change to a section with enrollment that results in the current section being cancelled and creating a new section, please follow the steps below in CLSS.

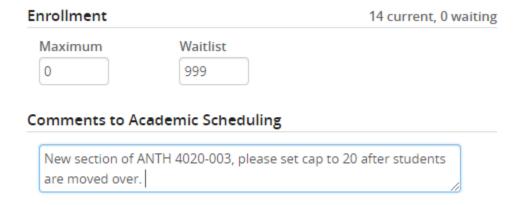- Set current section status to "Stop Further Enrollment"

- In the "Comments to Academic Scheduling" leave a comment indicating the section needs to be cancelled and what the new section number is, and if the enrolled students need to be moved to the new section.

- Create the new section
  - Set the cap to 0
  - In "Comments to Academic Scheduling" please indicate what the cap should be.

Enrollment   14 current, 0 waiting

Maximum	Waitlist
0	999

Comments to Academic Scheduling

New section of ANTH 4020-003, please set cap to 20 after students are moved over.

Additional Information:

When to use "Comments to Academic Scheduling" and when to email:

- **Email**
  - **Instructor provisioning:** Please include the instructor's name, EID, and academic organization in your email.
- **Comments**
  - **When canceling and re-creating sections:** Please leave a comment on both the canceled section and new section (see below for detailed instructions).
  - **Topics:** When a topic has been added in CIM but does not appear in drop-down you may leave a comment asking for Academic Scheduling to add that topic.
  - **Classes meeting in the same room:** Please indicate in the comments section classes that are not combined but meet in the same room.
  - Please do not use comments for information related to large room requests, specific room requests, or SEEC/CC+ room requests.

<u>Other Important Reminders</u>

- New sections added in CLSS will auto-populate the next numerical section number. Meaning, if there is a section 001, 004, and 581, the next section number will automatically populate as 582. <mark>**Please be sure to double-check your section numbers on new sections.**</mark>
- There are some meeting patterns in the Snapper that are close together, be sure you are selecting on the correct time.
  - o i.e., there is a T/Th time that starts at 3:30 p.m. or 3:35 p.m. You must carefully select 3:30 p.m. exactly for that meeting time to show up. If you have issues selecting the meeting time you can alternatively type in the meeting time in the user define space.

- If you do not have access to the child section of a combined course, please be sure to reach out to the correct liaison to have changes made. You can utilize our live department scheduler list on the [Academic Scheduling website](#).
  - o If you still have issues or are unsure who to contact, please email [Academic Scheduling website](#).
- If you have linked sections, you will see a warning message stating "Linked Sections require review for proper setup" when you save your sections. Academic Scheduling will review linked sections once the department's schedule is validated to ensure the linking is correct. Department liaisons don't need to do anything additional regarding this warning message.