UNIVERSITY OF MIAMI

MIAMI

OFFICE OF THE UNIVERSITY REGISTRAR

CLSS User Guide

Updated: 3/20/2025

CLSS website: https://next-bulletin.miami.edu/wen/

Course Scheduling: scheduling.rg@miami.edu

Office of Classroom Management: ocm@miami.edu

TABLE OF CONTENTS

Logging into CLSS

CLSS Terminology

Viewing Department Schedule/ Course Offerings

Adding and Editing Sections

Definitions of fields on the Edit Section form

Schedule Snapper

Standard Meeting Pattern & User Defined (Meeting Times)

Sections with More Than One Meeting Pattern (multiple meeting patterns)

Adding Instructors and TAs

Notes (Published)

Deleting Sections

Reserve Caps & Class Requisites

Combined Sections

Linked Sections (non-enrollment & enrollment)

Assigning Locations

Validating in CLSS

Errors- Warning- Workflow

Schedule Framer

Heat Map

Contact Information

Logging into CLSS:

1. Navigate to https://next-bulletin.miami.edu/wen/.

2. If you are not already signed in, you will be prompted to sign in using your University of Miami credentials (SSO).
   - If you do not have access to CLSS or can't access your scheduling unit (department), please contact scheduling.rg@miami.edu. If you haven't already attended a scheduling training, you will be required to do so before CLSS access is granted.

3. Click on the term you wish to schedule or view.

4. Click on the subject code you wish to schedule or view.

CLSS Terminology:

- **Instance:** A term, e.g. Fall Semester 2019, Spring Semester 2019. Instances are further classified into ***Historical***, past academic years; ***Current***, current academic year; and ***Future***, the next academic year.

- **Mode:** CLSS has two modes, ***Design*** and ***Refine*****.**
  - **Design*:*** When changes to the schedule are saved, changes will not be validated nor sent through any necessary workflows. Only when the 'Validate' button is clicked will changes be validated and sent through workflow for further review and approval.
  - ***Refine:*** Any change made to the schedule can be saved. Saving during refine mode will automatically trigger validation and workflow for further review and approval. Only save if you are ready for your changes to be validated and put into Pathway.

- **Phases:** There are five phases in CLSS as shown below***.***

Phase	Design/Refine?	What Happens?
Plan	DESIGN	Departments put their initial schedule together: securing faculty to teach, setting enrollment capacities, times, determining combined or linked sections, preferred locations, etc. All fields are editable by schedulers. This is what used to be called Open Access.
Room Assignment	N/A	CLSS is closed for all editing as course sections are assigned rooms.
Publish	REFINE	CLSS is published for students to see. This means certain changes will now need to go through a workflow. You may only create and update sections. NO DELETE.
Registration	REFINE	Schedulers review course section information, room assignments, and make needed changes. Only certain changes can be made during this phase and may initiate a workflow.
Locked	N/A	CLSS is locked in any changes.
Archive	N/A	All scheduling changes cease in CLSS. This phase indicates the end of the scheduling cycle. All schedulers are prohibited from making adjustments to class schedules. Any changes will need to be submitted to scheudling.rg@miami.edu

- **Scheduling Unit:** Typically, a department or subject.

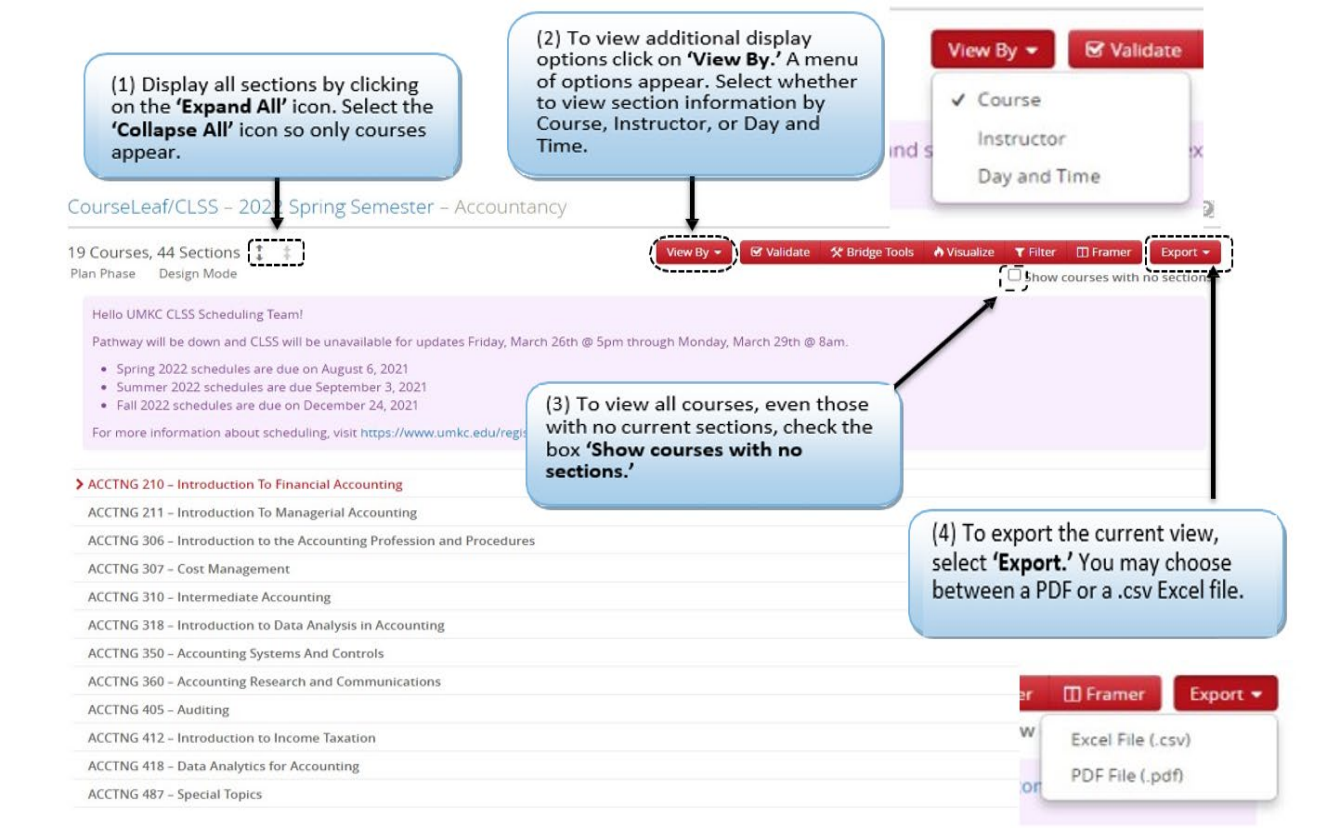
- **Filters:** A tool that can search for specific sections based on criteria or class attributes. NOTE: More information about filters may be found on the CourseLeaf Help site: https://help.courseleaf.com/clss/filters/

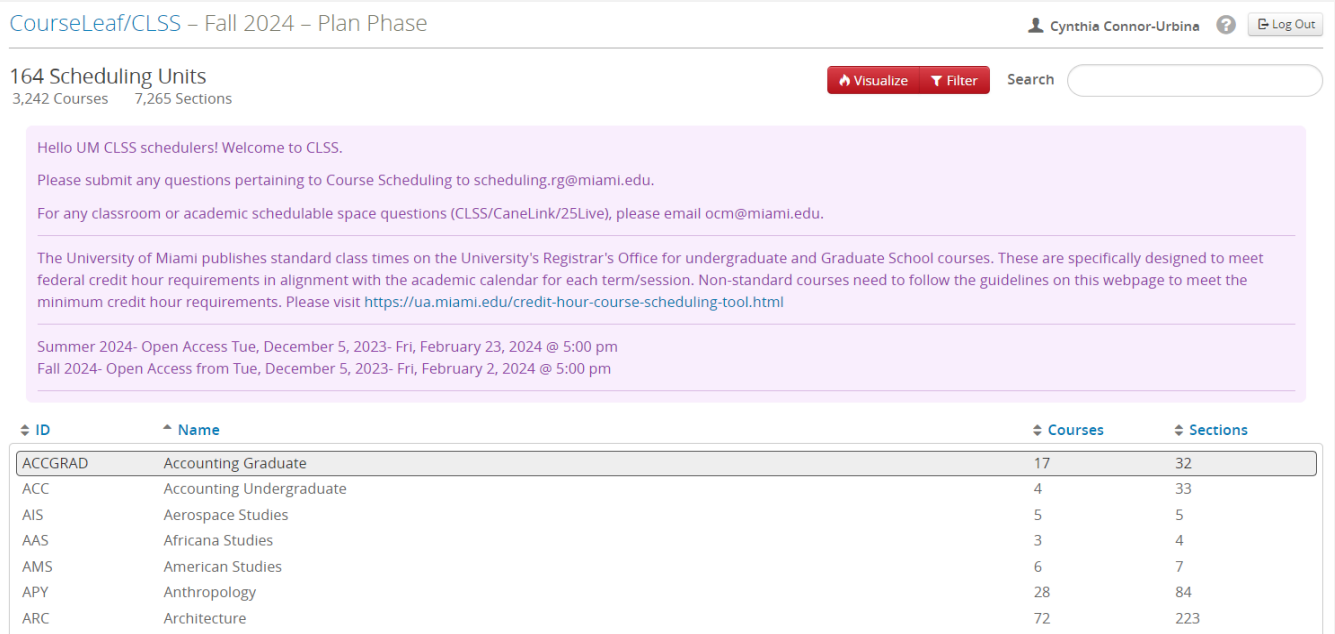
- **Heat Map:** A visual representation of how many class sections is scheduled during specific hours of the day. Heat maps are available to view for specific scheduling units, a selected group of scheduling units, or for all the class sections scheduled during a term. To view a heat map, click on the "Visualize" button at the top of your screen.
- **Section Attributes:** The term-specific attributes added to a class section.

- **Course Attributes:** These are the attributes on each course at the catalog level. Schedule builders and coordinators cannot make changes to course attributes in CLSS.

- **Validation:** During validation, CLSS will check for errors, and prompt the schedule builder to fix them before they can submit their completed schedule. We recommend validating often while you are working in CLSS so that you may fix any errors as you go. When a scheduler is finished entering schedule data for a term, they must be validated before they can submit their scheduling unit.

Viewing Department Schedule and Course Offerings:

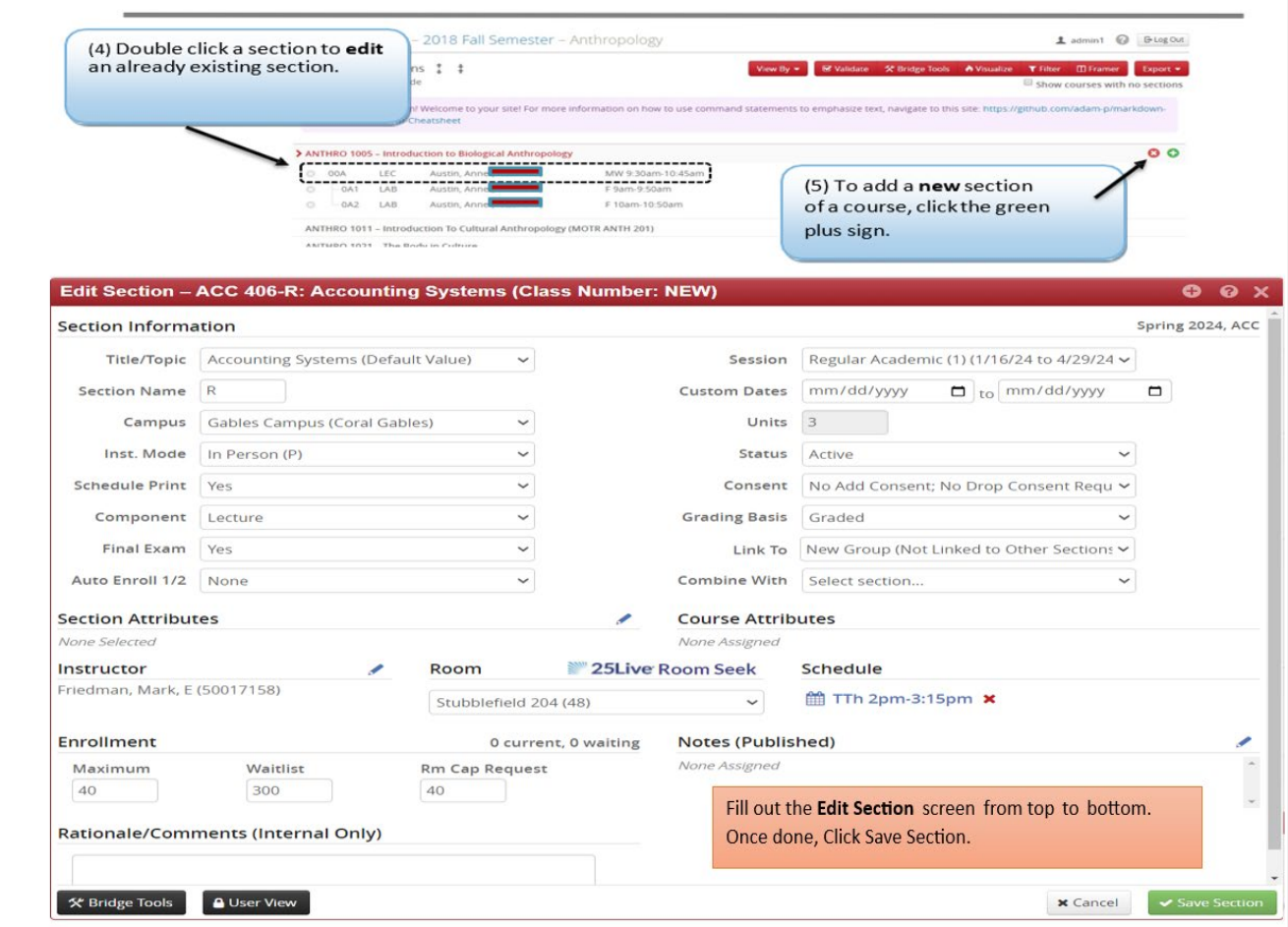




ID	Name	Courses	Sections
ACCGRAD	Accounting Graduate	17	32
ACC	Accounting Undergraduate	4	33
AIS	Aerospace Studies	5	5
AAS	Africana Studies	3	4
AMS	American Studies	6	7
APY	Anthropology	28	84
ARC	Architecture	72	223

Adding a New Section/Editing a Section:

- The first time you view your offerings for a term, you will be presented with the previous like-term's offerings. (i.e. The first time you view Spring 2025's schedule, you will be presented with Spring 2024's offerings). You can then add, modify or delete sections/courses as needed.
- By default, you'll be viewing the schedule by Course. You can select "View By" from the top panel to view your schedule by instructor, day and time, or room location as well. Room location will likely be most helpful after room assignments have been completed.
- To add a course that is not currently visible, check the "show courses with no sections" box in the upper right-hand corner of the page. To add a newly approved course, you will need to submit a new course form in CIM Courses.
- To expand all courses and reveal individual sections, click the outer facing arrows next to the words "Course Sections" at the top left of your screen. To collapse, click the inward facing arrows.
- To expand just one course, double click on the course title.
- To edit an existing offering, double click on it.
- To add a new section, click on the green plus icon to the right of the class title.



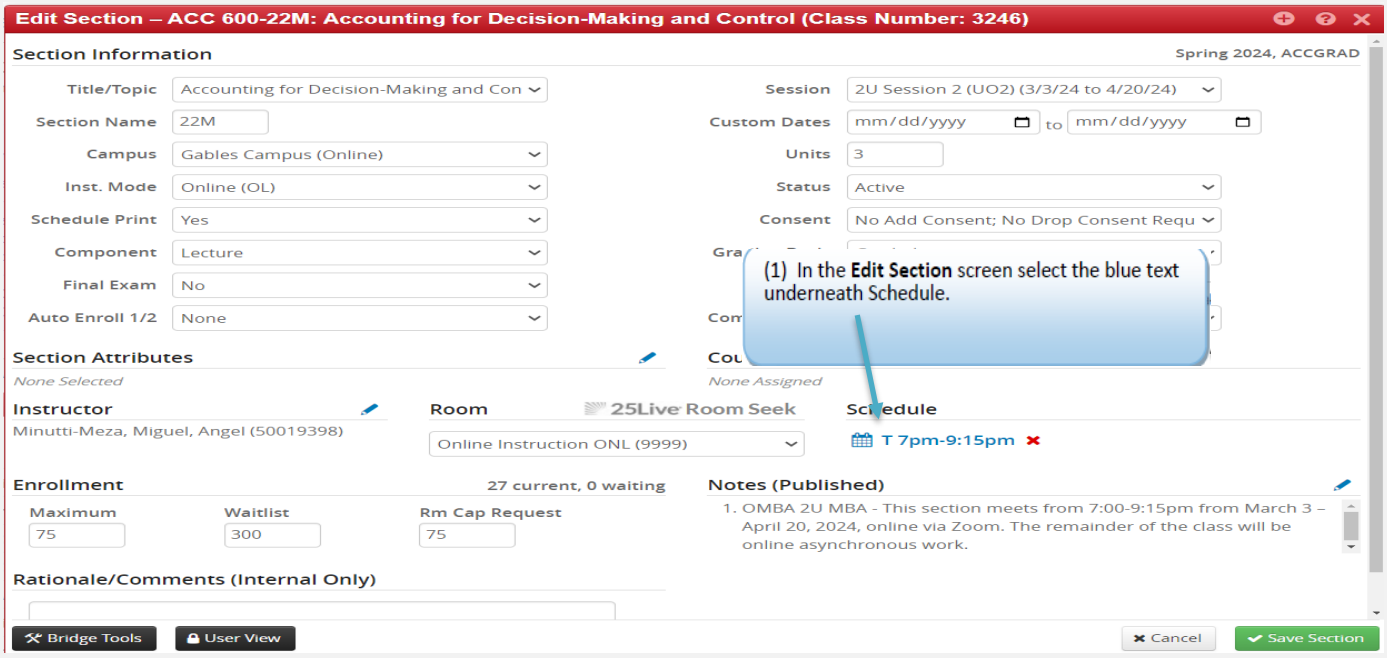
Definitions of fields on the Edit Section form:

1. **Title/Topic**: This field is the basic title of the course. For topics courses, topics that currently exist at the catalog level will be displayed in the drop-down menu. If you have a new topic that does not appear in the drop-down menu, add a comment in the comments field to let the Registrar Office know to add your new topic as a section topic.
2. **Section**: The section name of the course. This must be standard letter or # followed by standard letter if multiple sections of same time. The university's standard section-naming convention is that the components Lectures, Seminars, Discussions, Harkness and Flipped begin and end with standard times. Any component that is not a standard component i.e., Labs/Discussions, etc., must end with a standard end time.
3. **Credit Hrs**: The number of units for the class. This field is only editable in CLSS for variable credit courses where it shows the minimum to maximum allowable credits. You can set it to a fixed amount or leave it variable for students to select their number of credits when registering.
4. **Schedule Print**: This field allows you to designate whether a course will be viewable in the CaneLink class search.
5. **Section Type**: This field allows you to select the component type whether the section you're working on will be a lecture, lab, seminar, discussion, etc. The listed defaults in the course catalog populate automatically.
6. **Link To**: When adding a secondary component (for example, a discussion or lab) use this field to link it to its primary section. This field should be empty for primary sections. You can link to a specific enrollment-based section (i.e. lecture) or make the discussions for ANY lecture. That allows students to enroll in any available discussion that isn't linked to specific section or instructor.
7. **Session**: This field defaults to Regular Academic Session for the fall and spring terms. If your section uses an alternate session, this drop down allows you an alternate session option. For summer courses, choose session A, B, C or D that has start and end dates that encompasses your class meeting dates. If you are using an alternate session, you must verify that your class meets the minimum requirements per the Credit Hour Course Scheduling Tool.
8. **Campus:** The campus defaults from the course catalog. For courses that take place off campus, please be sure to select the appropriate off campus location. For example, for Study Abroad courses and other courses that take place abroad, Off Campus – International should be selected. For a course that takes place in California, Off-Campus – United States should be selected.
9. **Status**: Sections will default too Active. If you need to cancel your section, you can do so here if there is no enrollment. You can change the Status to Cancelled Section to cancel a class. If students are enrolled, do not cancel section, you must set Status as tentative status and student must be dropped from sections. Then you will recreate new sections. For more assistance email scheduling.rg@miami.edu.
10. **Consent**: Use this field to designate whether permissions will be required for enrollment for your section.
11. **Grade Mode**: A section's catalog default will populate automatically. This field is not editable. Changes to Grade Mode must be made via CIM Courses.
12. **Combined With**: shows whether your section has been combined. To combine a class, see section 2 of this guide.
13. **Section Attributes**: This field contains attributes that are listed in the specific course section only. If you click on the blue pencil on the right of the field, you will see all the section attribute options that are available and can be added to the section.
14. **Course Attributes**: This field displays the attributes that are listed on the course in the course catalog. They are automatically added to the section when it's created in CLSS. Changes to Course Attributes must be made via CIM Courses.

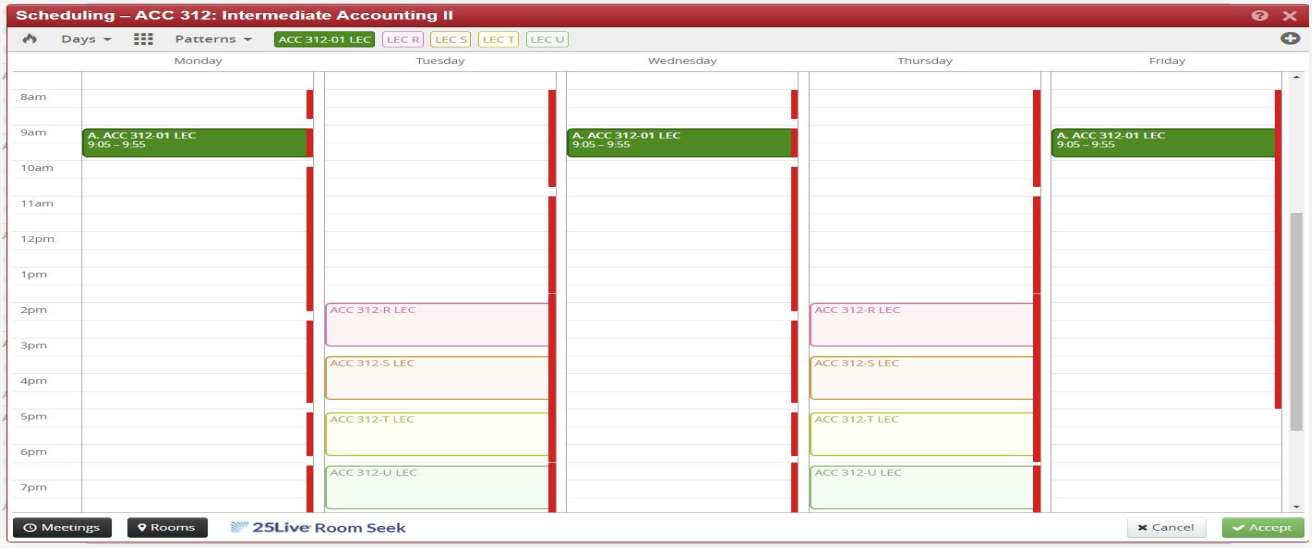
15. **Instructor**: This drop-down menu lists all instructors that are associated with your department. If you do not see an instructor listed here, contact us at scheduling.rg@miami.edu to add the instructor.
16. **Room**: Choose the room for this section. Options will vary for Department Schedulers versus School Schedulers/Approvers. Please see page ___ for further information about rooming
17. **Schedule**: Select a meeting pattern for this section. If you a non-standard time, you must verify that your class meets the minimum requirements per the Credit Hour Course Scheduling Tool.
18. **Enrollment:** Set up enrollment limits for this section.
19. **Maximum:** The maximum enrollment for the class.
20. **Wait Cap:** Maximum number of spaces you would like on the section's waitlist. The default is 300. If you leave the field at zero, no waitlist will be available when the class reaches its maximum enrollment limit.
21. **Request Rm Cap**: Enter your desired room capacity for this section. Please note this value must be equal to the maximum enrollment capacity.
22. **Notes**: This field will be displayed in CaneLink for students to see additional notes or information about the course. (i.e. "Students must audition prior to enrolling" or "Midterm exam will be given on 10/8" etc.)
23. **Comments**: The Comments field allows you to request changes from the Registrar or School Approver that you cannot make in CLSS directly. Comments are not visible in CaneLink.
24. **Cancel**: Click here to close your section without saving changes.
25. **Save Section**: Click here to save your section and run CLSS rules.

Schedule Snapper:

The schedule snapper allows you to "snap" a course onto a defined course meeting time. Open the schedule snapper by clicking on the blue text that appears below 'Schedule' on the section scheduling form.



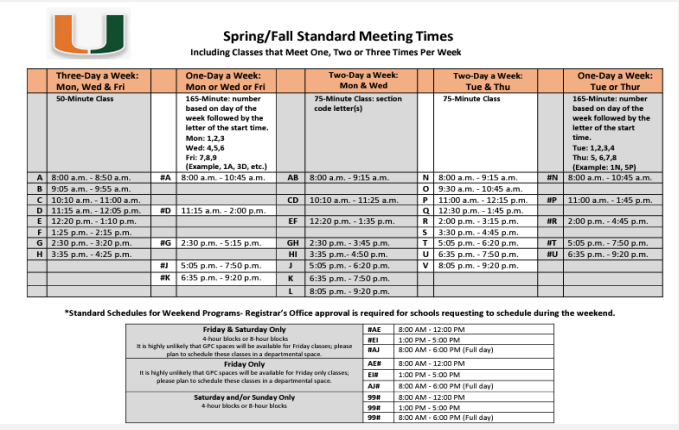
The schedule snapper appears. Approved standard meeting times will appear when you run your mouse over the scheduling grid. Select 'Patterns' from the grey toolbar at the top of the snapper to define your own meeting time.



To see another course on the schedule snapper, add it by clicking on the grey plus sign (+) from the top right corner of the snapper. **Do not click to make it permanent**; you will not be able to reverse that class combination later.

Standard Meeting Pattern:

All Undergraduate and Graduate classes that do not match any of the Standard Meeting Times approved by this policy, regardless of length, must start at a Standard Start Time and must End 15 min. before the next Standard Start Time. Under the Federal Department of Education guidelines, each clock hour (60-min) may include a 10-minute break which The University of Miami has calculated into the 15-minutes break between classes. Each credit unit is equivalent to a minimum of 60 min (50 min plus 10 min break). Please refer to the Course Curriculum web page to view the standard meeting patterns and names for sections.



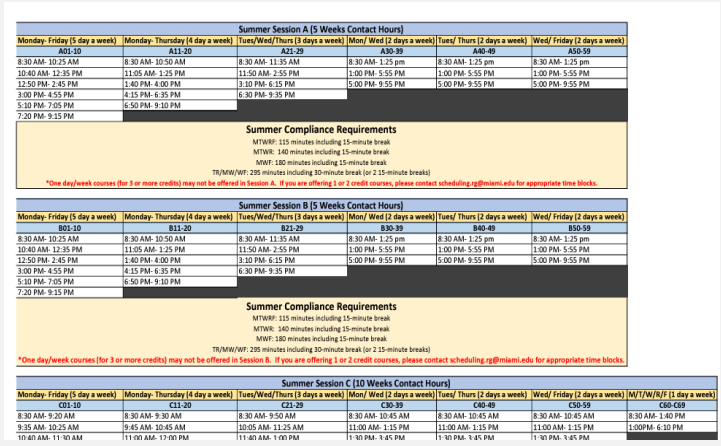
Spring/Fall Standard Meeting Times

Including Classes that Meet One, Two or Three Times Per Week

	Three-Day a Week: Mon, Wed & Fri		One-Day a Week: Mon or Wed or Fri		Two-Day a Week: Mon & Wed		Two-Day a Week: Tue & Thu		One-Day a Week: Tue or Thur
	50-Minute Class		165-Minute: number based on day of the week followed by the letter of the start time. Mon: 1,2,3 Wed: 4,5,6 Fri: 7,8,9 (Example, 1A, 3D, etc.)		75-Minute Class: section code letter(s)		75-Minute Class		165-Minute: number based on day of the week followed by the letter of the start time. Tue: 1,2,3,4 Thu: 5, 6,7,8 (Example: 1N, 5P)
A	8:00 a.m. - 8:50 a.m.	#A	8:00 a.m. - 10:45 a.m.	AB	8:00 a.m. - 9:15 a.m.	N	8:00 a.m. - 9:15 a.m.	#N	8:00 a.m. - 10:45 a.m.
B	9:05 a.m. - 9:55 a.m.					O	9:30 a.m. - 10:45 a.m.		
C	10:10 a.m. - 11:00 a.m.			CD	10:10 a.m. - 11:25 a.m.	P	11:00 a.m. - 12:15 p.m.	#P	11:00 a.m. - 1:45 p.m.
D	11:15 a.m. - 12:05 p.m.	#D	11:15 a.m. - 2:00 p.m.			Q	12:30 p.m. - 1:45 p.m.		
E	12:20 p.m. - 1:10 p.m.			EF	12:20 p.m. - 1:35 p.m.	R	2:00 p.m. - 3:15 p.m.	#R	2:00 p.m. - 4:45 p.m.
F	1:25 p.m. - 2:15 p.m.					S	3:30 p.m. - 4:45 p.m.		
G	2:30 p.m. - 3:20 p.m.	#G	2:30 p.m. - 5:15 p.m.	GH	2:30 p.m. - 3:45 p.m.	T	5:05 p.m. - 6:20 p.m.	#T	5:05 p.m. - 7:50 p.m.
H	3:35 p.m. - 4:25 p.m.			HI	3:35 p.m.- 4:50 p.m.	U	6:35 p.m. - 7:50 p.m.	#U	6:35 p.m. - 9:20 p.m.
		#J	5:05 p.m. - 7:50 p.m.	J	5:05 p.m. - 6:20 p.m.	V	8:05 p.m. - 9:20 p.m.		
		#K	6:35 p.m. - 9:20 p.m.	K	6:35 p.m. - 7:50 p.m.				
				L	8:05 p.m. - 9:20 p.m.				

*Standard Schedules for Weekend Programs- Registrar's Office approval is required for schools requesting to schedule during the weekend.

Friday & Saturday Only 4-hour blocks or 8-hour blocks It is highly unlikely that GPC spaces will be available for Friday classes; please plan to schedule these classes in a departmental space.	#AE	8:00 AM - 12:00 PM
	#EI	1:00 PM - 5:00 PM
	#AJ	8:00 AM - 6:00 PM (Full day)
Friday Only It is highly unlikely that GPC spaces will be available for Friday only classes; please plan to schedule these classes in a departmental space.	AE#	8:00 AM - 12:00 PM
	EI#	1:00 PM - 5:00 PM
	AJ#	8:00 AM - 6:00 PM (Full day)
Saturday and/or Sunday Only 4-hour blocks or 8-hour blocks	99#	8:00 AM - 12:00 PM
	99#	1:00 PM - 5:00 PM
	99#	8:00 AM - 6:00 PM (Full day)



Summer Session A (5 Weeks Contact Hours)

Monday- Friday (5 day a week)	Monday- Thursday (4 day a week)	Tues/Wed/Thurs (3 days a week)	Mon/ Wed (2 days a week)	Tues/ Thurs (2 days a week)	Wed/ Friday (2 days a week)
A01-10	A11-20	A21-29	A30-39	A40-49	A50-59
8:30 AM- 10:25 AM	8:30 AM- 10:50 AM	8:30 AM- 11:35 AM	8:30 AM- 1:25 pm	8:30 AM- 1:25 pm	8:30 AM- 1:25 pm
10:40 AM- 12:35 PM	11:05 AM- 1:25 PM	11:50 AM- 2:55 PM	1:00 PM- 5:55 PM	1:00 PM- 5:55 PM	1:00 PM- 5:55 PM
12:50 PM- 2:45 PM	1:40 PM- 4:00 PM	3:10 PM- 6:15 PM	5:00 PM- 9:55 PM	5:00 PM- 9:55 PM	5:00 PM- 9:55 PM
3:00 PM- 4:55 PM	4:15 PM- 6:35 PM	6:30 PM- 9:35 PM			
5:10 PM- 7:05 PM	6:50 PM- 9:10 PM				
7:20 PM- 9:15 PM					

Summer Compliance Requirements

MTWRF: 115 minutes including 15-minute break
MTWR: 140 minutes including 15-minute break
MWF: 180 minutes including 15-minute break
TR/MW/WF: 295 minutes including 30-minute break (or 2 15-minute breaks)

*One day/week courses (for 3 or more credits) may not be offered in Session A. If you are offering 1 or 2 credit courses, please contact scheduling.rg@miami.edu for appropriate time blocks.

Summer Session B (5 Weeks Contact Hours)

Monday- Friday (5 day a week)	Monday- Thursday (4 day a week)	Tues/Wed/Thurs (3 days a week)	Mon/ Wed (2 days a week)	Tues/ Thurs (2 days a week)	Wed/ Friday (2 days a week)
B01-10	B11-20	B21-29	B30-39	B40-49	B50-59
8:30 AM- 10:25 AM	8:30 AM- 10:50 AM	8:30 AM- 11:35 AM	8:30 AM- 1:25 pm	8:30 AM- 1:25 pm	8:30 AM- 1:25 pm
10:40 AM- 12:35 PM	11:05 AM- 1:25 PM	11:50 AM- 2:55 PM	1:00 PM- 5:55 PM	1:00 PM- 5:55 PM	1:00 PM- 5:55 PM
12:50 PM- 2:45 PM	1:40 PM- 4:00 PM	3:10 PM- 6:15 PM	5:00 PM- 9:55 PM	5:00 PM- 9:55 PM	5:00 PM- 9:55 PM
3:00 PM- 4:55 PM	4:15 PM- 6:35 PM	6:30 PM- 9:35 PM			
5:10 PM- 7:05 PM	6:50 PM- 9:10 PM				
7:20 PM- 9:15 PM					

Summer Compliance Requirements

MTWRF: 115 minutes including 15-minute break
MTWR: 140 minutes including 15-minute break
MWF: 180 minutes including 15-minute break
TR/MW/WF: 295 minutes including 30-minute break (or 2 15-minute breaks)

*One day/week courses (for 3 or more credits) may not be offered in Session B. If you are offering 1 or 2 credit courses, please contact scheduling.rg@miami.edu for appropriate time blocks.

Summer Session C (10 Weeks Contact Hours)

Monday- Friday (5 day a week)	Monday- Thursday (4 day a week)	Tues/Wed/Thurs (3 days a week)	Mon/ Wed (2 days a week)	Tues/ Thurs (2 days a week)	Wed/ Friday (2 days a week)	M/T/W/R/F (1 day a week)
C01-10	C11-20	C21-29	C30-39	C40-49	C50-59	C60-C69
8:30 AM- 9:20 AM	8:30 AM- 9:30 AM	8:30 AM- 9:50 AM	8:30 AM- 10:45 AM	8:30 AM- 10:45 AM	8:30 AM- 10:45 AM	8:30 AM- 1:40 PM
9:35 AM- 10:25 AM	9:45 AM- 10:45 AM	10:05 AM- 11:25 AM	11:00 AM- 1:15 PM	11:00 AM- 1:15 PM	11:00 AM- 1:15 PM	1:00PM- 6:10 PM
10:40 AM- 11:30 AM	11:00 AM- 12:00 PM	11:40 AM- 1:00 PM	1:30 PM- 3:45 PM	1:30 PM- 3:45 PM	1:30 PM- 3:45 PM	

User Defined (Meeting Times):

When scheduling a section at a non-standard time, you must enter **day(s), start time, dash, end time.** Example: To enter a meeting time Monday and Thursday 8:00 am to 4:00 pm, enter with the following formatting:

MTh 8:00am-4:00pm. If am/pm is missing, CLSS will default the time to am.

M = Monday

T = Tuesday

W = Wednesday

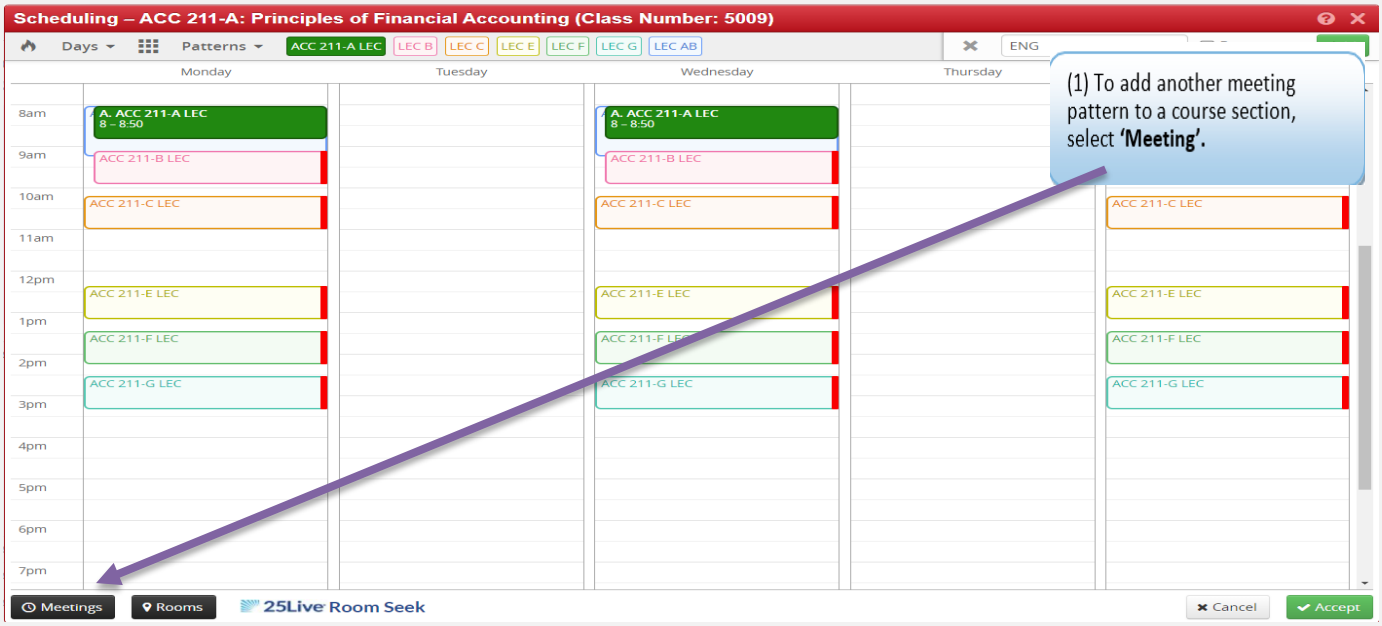
Th = Thursday

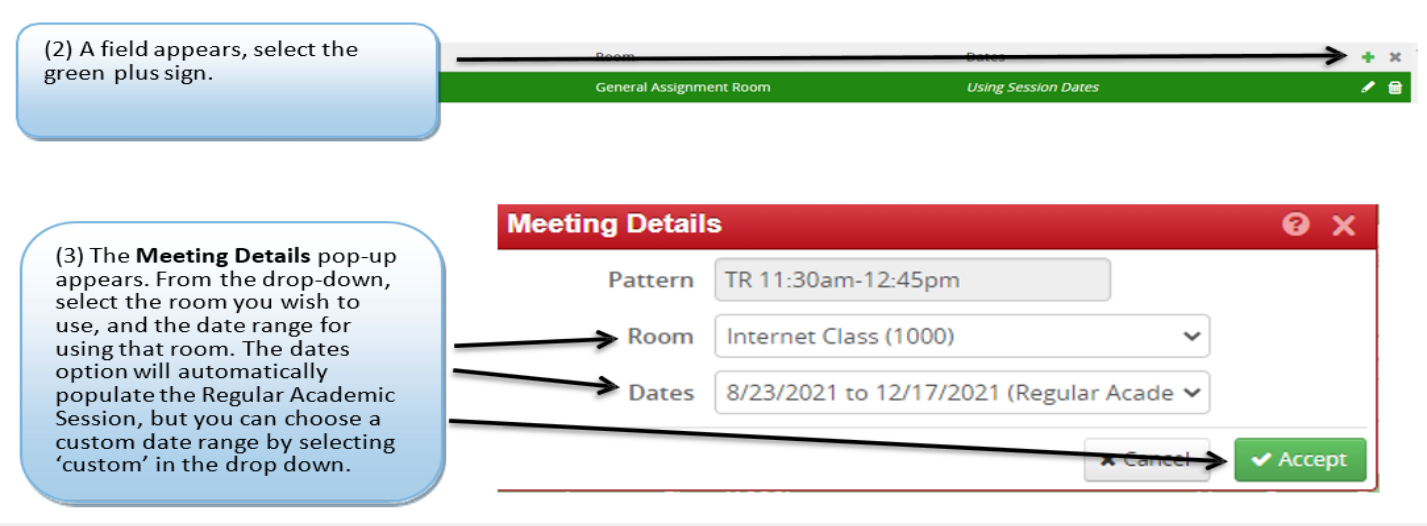
F= Friday

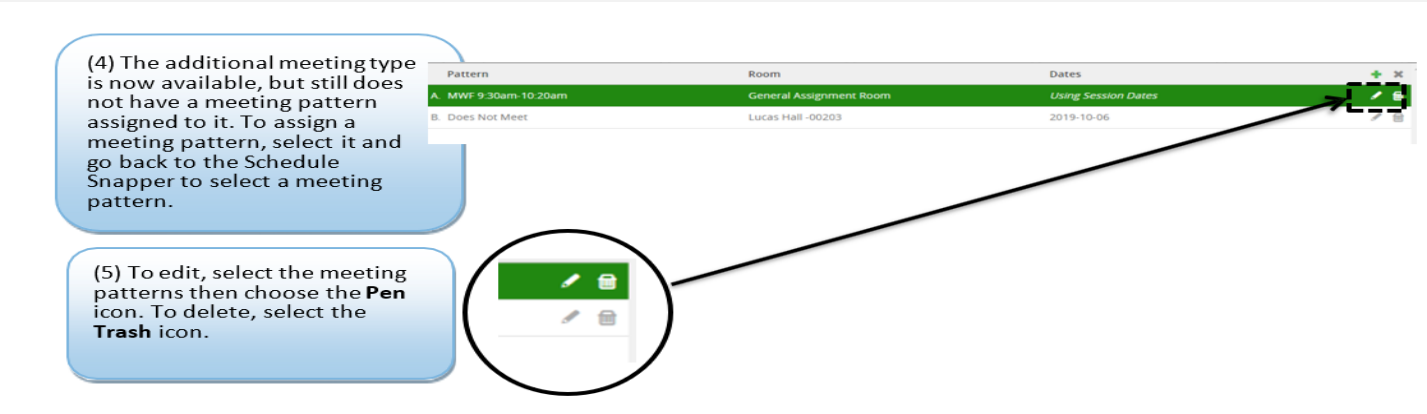
Sa = Saturday

Su = Sunday

Sections with more than one meeting pattern:







Multiple meeting patterns are used in a few different scheduling situations:

a. Online and hybrid sections that may only meet synchronously occasionally.
b. Sections that meet in different rooms on different days.
c. Sections that meet at different times on different days.
d. Custom dates will go through an approval workflow.

Follow these steps to enter multiple meeting patterns in CLSS:

1. Open the Snapper on your class section.
2. Click on the 'Meetings' button on the bottom left-hand corner of the Snapper.
3. Click on the green plus sign (+) to add a meeting pattern.
4. Enter the start and end date(s) for the specific meeting pattern.
    i. for sections that meet in different rooms on different days, enter the term start and end date
    ii. for sections that do not meet every week during the term, the start and end date will be the same
5. Click 'Accept,' and then navigate back to the Snapper by double clicking on the new meeting pattern. Choose 'User Defined' from the 'Patterns' dropdown to assign times to the secondary meeting pattern you created. Repeat as needed.

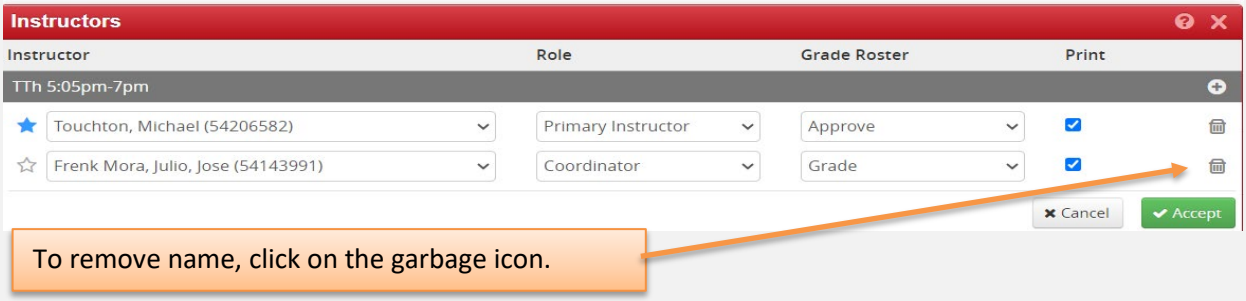
6. Once the additional meeting patterns are created, you must either select a department-owned room or indicate that the additional meetings need general assignment space.
    i. Click on the 'Meetings' button on the bottom left-hand side to display your meeting patterns.
    ii. Click on the pencil icon to edit each additional meeting pattern.
    iii. Please refer to page 18 for instructions on assigning locations to courses in CLSS.
    iv. Once you've entered all additional meeting patterns, and assigned or requested a room, you may close out the Snapper

Example of multiple meeting patterns with multiple meeting dates, both using the session dates and a single date:

Pattern	Room	Dates
A. R 12pm-12:50pm	Health Sciences Bldg 3301 (120)	*Using Session Dates*
B. R 4pm-4:50pm	Health Sciences Bldg 3301 (120)	*Using Session Dates*

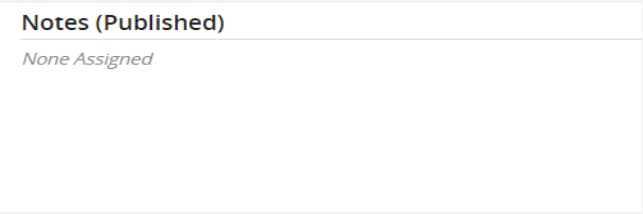
Adding Instructors and TAs:

- When you create a new section, the instructor will be listed as "TBA."
- Select the blue pencil next to the instructor heading to add/edit an instructor.
- Choose one of your department's instructors from the drop down or type the instructor's name for quick access. If you don't see your instructor, please contact the Registrar's Office at scheduling.rg@miami.edu for assistance. Include the instructor's Employee ID (5#) number and name.
- To choose an instructor that teaches in a different department, select Other in the drop down to search.
- Once you have selected your instructor, add their Role (Primary Instructor/Secondary Instructor/TA) from the second drop down menu. A section can have more than one Primary Instructor.
- To add additional instructors or TAs, click the green plus icon on the right. If you do not find the instructor or TA in class, please email the instructor's name, EMPL, and the course and section that they will be teaching to scheduling.rg@miami.edu.
- Primary instructors MUST have Approve Grade Roster access. Teaching Assistants and Course Coordinators should not have grade roster access. If they need grading access, contact the Registrar's Office.
- Click 'Accept' to save your instructors.



Adding Notes/Comments:

- The Notes (Published) field includes fields for the notes visible to students in Canelink via the class search. Notes should include any information students may need to know about a particular section.
- The Office of the University Registrar will go through and add those note numbers for you.
- Free format notes can be entered, but should be clear, concise, and free from errors for the students.
- Failure to follow these guidelines will result in the section not being set up or adjusted appropriately.
- The Rationale/Comments field is to make notes to your School Scheduler or to the Registrar's Office. They will not be published in Canelink or visible to students. It is for internal use only.
- Use the Rationale/Comments section if you want to enter a Topic Name for the section, and to specify if you would like the topic to be printed on transcript.



Deleting Sections:

Sections may only be deleted prior to submitting your scheduling unit during **Design Mode**. You may delete an individual section by clicking on the 'X' to the left of the section listing. To delete ALL sections of a course, click the red 'X' to the right of the section title. Once the section/scheduling unit has been submitted, you may not delete sections. Rather, sections that will not be offered should be set to a Status: Cancelled.

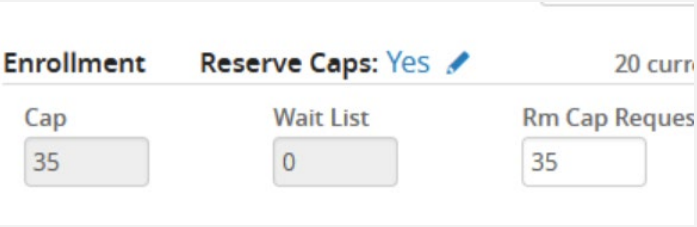
Reserve Cap/Seats:

Reserve capacities (usually referred to as reserve caps) allow departments to reserve a certain number of seats in their sections for particular populations of students. For example, a department may elect to set aside some of their seats for students in a particular major, students on a particular campus, or a number of other criteria. Like class requisites, reserve caps represent additional requirements that students must meet to enroll - they do not replace catalog requisites.

Managing Reserve Caps in CLSS- Navigating the Reserve Caps Interface

The Reserve Caps interface in CLSS can be found directly above the enrollment fields in the Section Editor. When a class does not have reserve caps, this interface will read "Reserve Caps: No" with a pencil icon to edit reserve caps:

When a class does have reserve caps, this label will read “Reserve Caps: Yes.” The enrollment cap and wait list fields will also be grayed out as these fields are managed in the Reserve Caps interface:



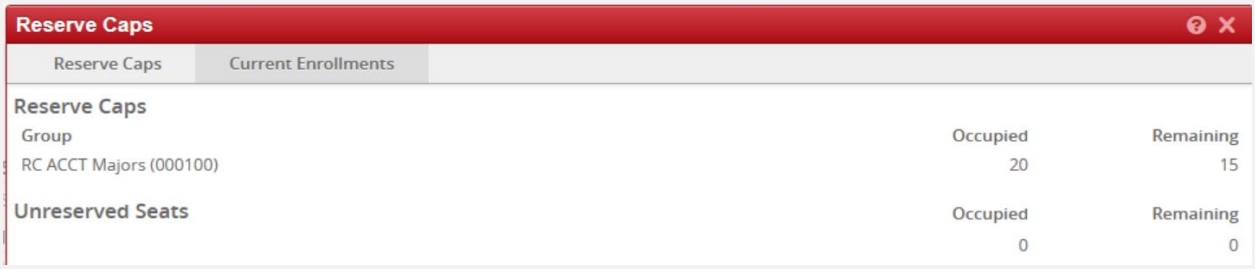
When you select the pencil icon next to the Reserve Cap label, a new window will open allowing you to edit reserve caps:

The following fields are visible on the **Reserve Caps** tab:

1. The enrollment cap and wait list for the entire section.
2. The description of the reserve cap(s) applied to the course.
3. The number of seats reserved for that reserve cap.
4. A green plus icon to add additional reserve caps if needed.

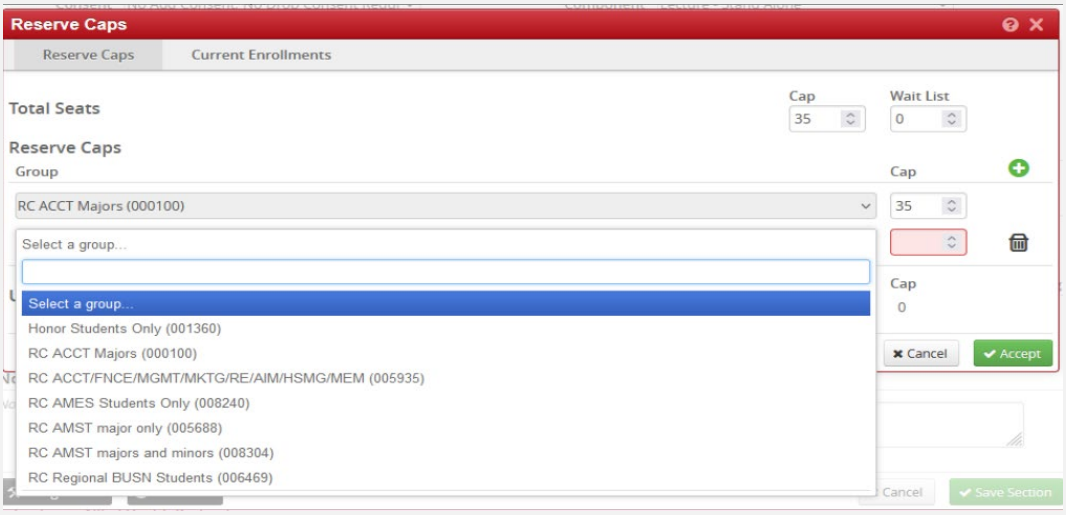
⚠ Sections with reserve caps may **NOT** use wait lists as the combination of these two elements leads to serious enrollment errors and confusion among students.

The **Current Enrollments** tab includes information about the number of reserved seats, the number of unreserved seats, and the number of seats remaining in each of those categories:



Adding Reserve Caps

When you select the green plus icon to add a new reserve cap, the dropdown menu will be populated with reserve caps used by your scheduling unit:



This list should include all the reserve caps your department/school has used within the past several years but, if you need access to a reserve cap not on the list, please contact scheduling.rg@miami.edu to request that the reserve cap be added. To specify the number of seats to reserve, update the number in the Cap field on the same row as any reserve caps you have added.

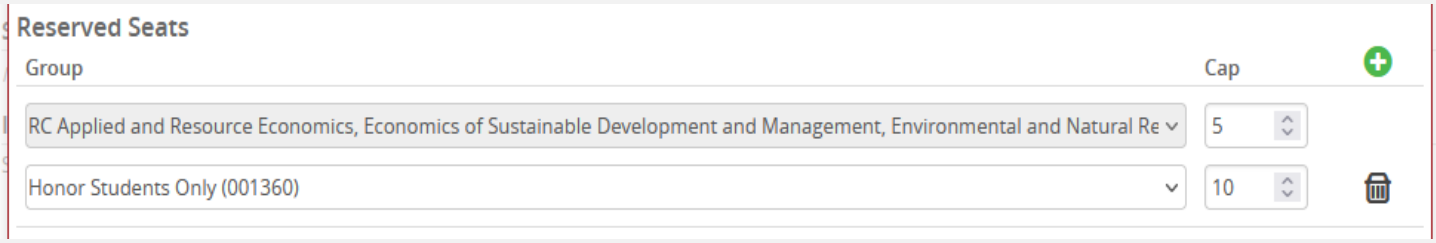
> The total number of seats for all reserve caps must be lower than or equal to the section's enrollment cap.

Once a reserve cap has been added to a section, you will need to open the Reserved Seats interface to edit the enrollment cap for the section.

Please note that when you add multiple reserve caps, it does not combine the criteria of each. For example, if you add a reserve cap for honors students and another cap for Communication majors, it will set aside separate groups of seats for each population; it will not limit enrollment to just honors Communication majors.

Deleting Reserve Cap

To change the number of seats reserved for a particular reserve cap, simply adjust the number in the Cap field on the same row as the reserve cap. If you need to change the reserve cap on a class, it is best to delete the existing cap and a new row for the new reserve cap. See Dropping and Deleting Reserve Caps for more information about that process.

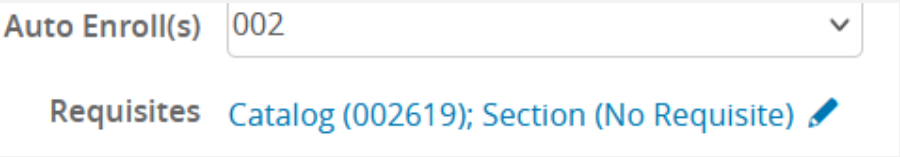


In this example, the reserve cap on the first row is locked because students who meet the criteria have enrolled, if you need it to be removed students will need to be dropped from section. If the trash icon is visible on a row, y**ou can delete** the reserve cap.

Managing Class Requisites in CLSS

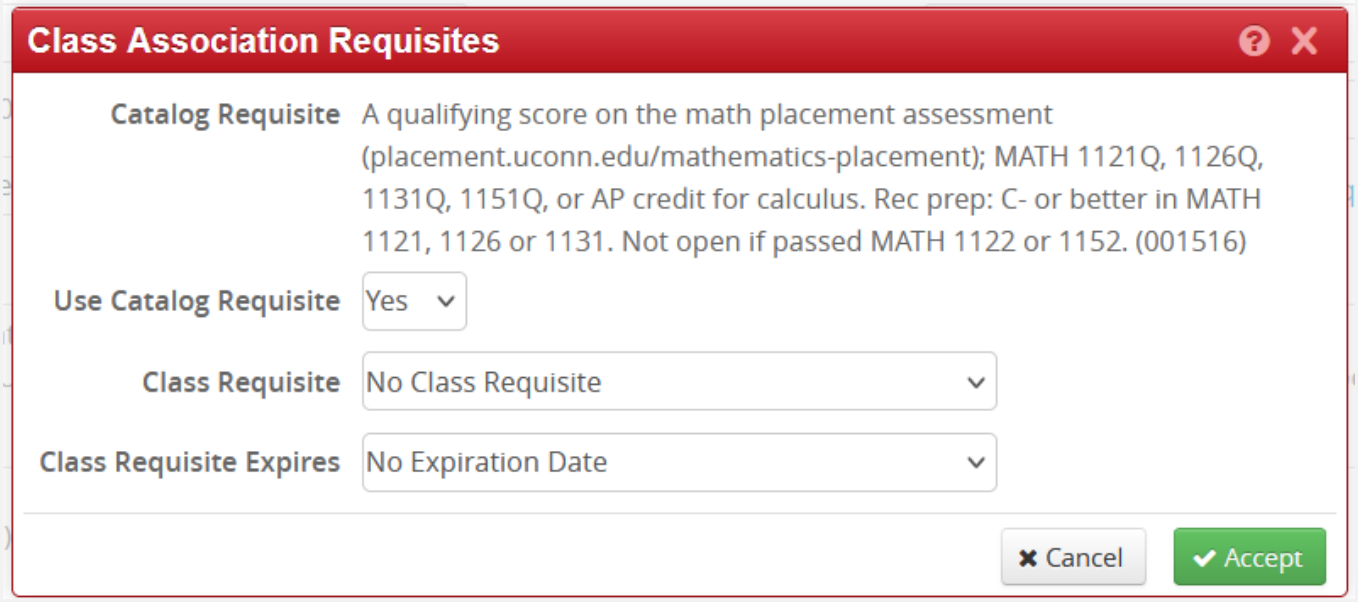
Navigating the requisite interface (Adjust Class Association (class requisites tab)

The link to the Requisites interface is active on enrollment sections and provides at-a-glance information about any catalog or class requisites that apply to the section:



Because requisites do not apply to non-enrollment sections (e.g. lectures), these will instead carry a note saying “Not Applicable When Linked to Any/All…”

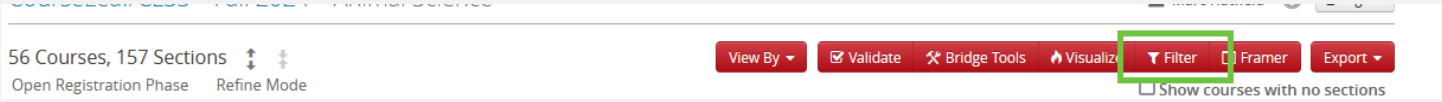
When you select the link, it will open up the Class Association Requisites interface, which includes four fields:



1. **Catalog Requisite:** If the course has catalog prerequisites, they'll be displayed here. These cannot be edited in CLSS; they can only be changed via CIM Courses.
2. **Use Catalog Requisite:** This allows requisites to be used in place of catalog requisites.
3. **Class Requisite:** This field allows users to select the requisite they wish to apply to a section.
4. **Class Requisite Expires**: This field has no function at University of Miami as it refers to a field that does not exist in Canelink. *Note: we hope to work with the vendor to suppress this field in the future as it serves no purpose.*

Finding sections with reserve caps

In the Filter Sections interface, navigate to the Section group of filters and then locate the Reserved Seats Count field. In the text box, enter the filter criteria ">0" to find sections with at least one reserve cap:



You can adjust the criteria as needed. For example, to find sections with no reserve caps, use "0." To find sections with multiple reserve caps, use ">1."

Filter	Description
Group Name	This is the short reserve cap description that appears on the schedule (e.g. "RC COM majors"). If you know the full name of the reserve cap, you can type it here, but you may also use an asterisk ("*") before and/or after keywords for partial matches.
Requirement Group	If you know it, you can use the reserve cap code to filter (e.g. 001360 for the standard honors reserve cap).
Enrollment	This refers to the number of students who meet the reserve cap criteria who have enrolled in the section. You can filter for an exact number or use greater/less than criteria (e.g. ">10" for greater than 10; ">=10" for greater than or equal to 10).
Cap	The number of seats reserved for a particular requirement group. You can filter for an exact number or use greater/less than criteria (e.g. ">10" for greater than 10; ">=10" for greater than or equal to 10).
Enrollment Ratio (%)	Use this field to identify reserve caps with a certain percentage of reserved seats used by students. Use whole numbers to represent percentages; you can filter for an exact number or use greater/less than criteria (e.g. ">10" for greater than 10; ">=10" for greater than or equal to 10).

Combing Sections (also known as co-listing/cross-listing)

Combined Sections are multiple sections that are offering the same course under different names at the same time, in the same location and with the same instructor. Combined classes may be listed across career (undergraduate and graduate, for example) or across multiple departments or subject codes. Combined sections must go through an approval workflow to avoid any conflicts or mistakes. Please keep the following in mind when scheduling combined sections:

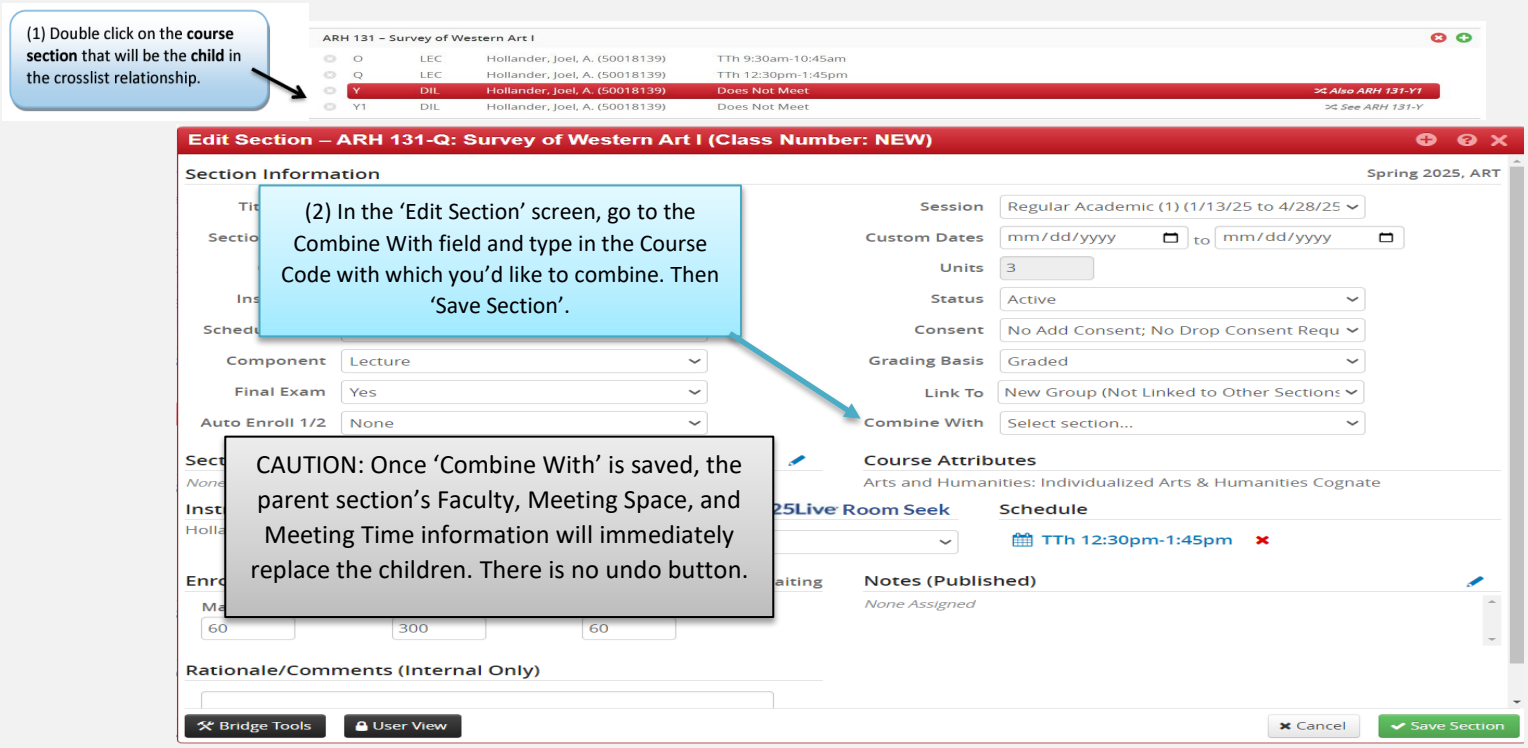
DO NOT CANCEL NONENROLLMENT SECTIONS WITHIN A COMBINE SECTION, PLEASE PUT STATUS AS TENTATIVE.

Only children (secondary sections) can ask to be combined with a parent (primary sections). This is done so that another department does not take over a course section without that section's permission. A child (secondary) can only have one parent (primary), but a parent (primary) may have many children (secondary).

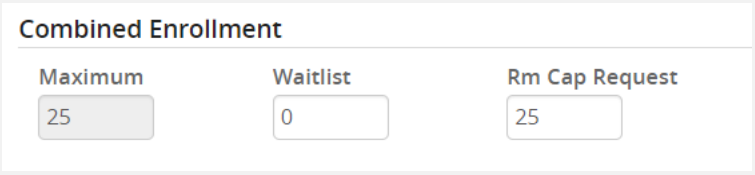
- Confirm that the Parent Section has been created.
- Navigate to the Section Editor for the Child Section that you will be combining with the Parent Section.
- Complete all required fields in the Section Editor for the Child Section, but skip over the following fields:
    - Combine With (you will complete this field in a later step)
    - Instructor
    - Room
    - Schedule
- **IMPORTANT**: When a new combination is first created, CLSS will **add up the total enrollment of the two combining sections to create a combined total**. If section A has an enrollment capacity of 40 and Section B has an enrollment capacity of 40, the combined enrollment will be 80. If the combined enrollment total should be 40, either the Combined Enrollment needs to be lowered after the combination is created, or section A should set their enrollment to "0" before initiating a combination and then raise the combination after it has saved.
- CLSS view combined sections as "Siblings" and they share most of the same information. However, one section is always the "Primary Scheduler" section and is the first among equals. The "Primary Scheduler" is often the department who is providing the faculty and/or space for teaching a course. You will see the message below letting you know who controls the combination.

When a department initiates a combination, the section they are joining is the primary scheduler. Therefore, if COM 202 wanted to combine (co-list) with GER 232 and GER should be the primary scheduler, COM would initiate the combination in CLSS. Each department has some control over their side of combined sections (including the enrollment capacities for that section). The "Primary Scheduler" is the only section able to update certain fields like the combined enrollment capacity, meeting day and time, instructors, and room. If a primary section needs to be updated in CLSS, please leave a note in the comments. Once the parent section is established, absolutely no edits or changes should be made on the child section. This cannot be reversed.

How to Combine Section in CLSS:

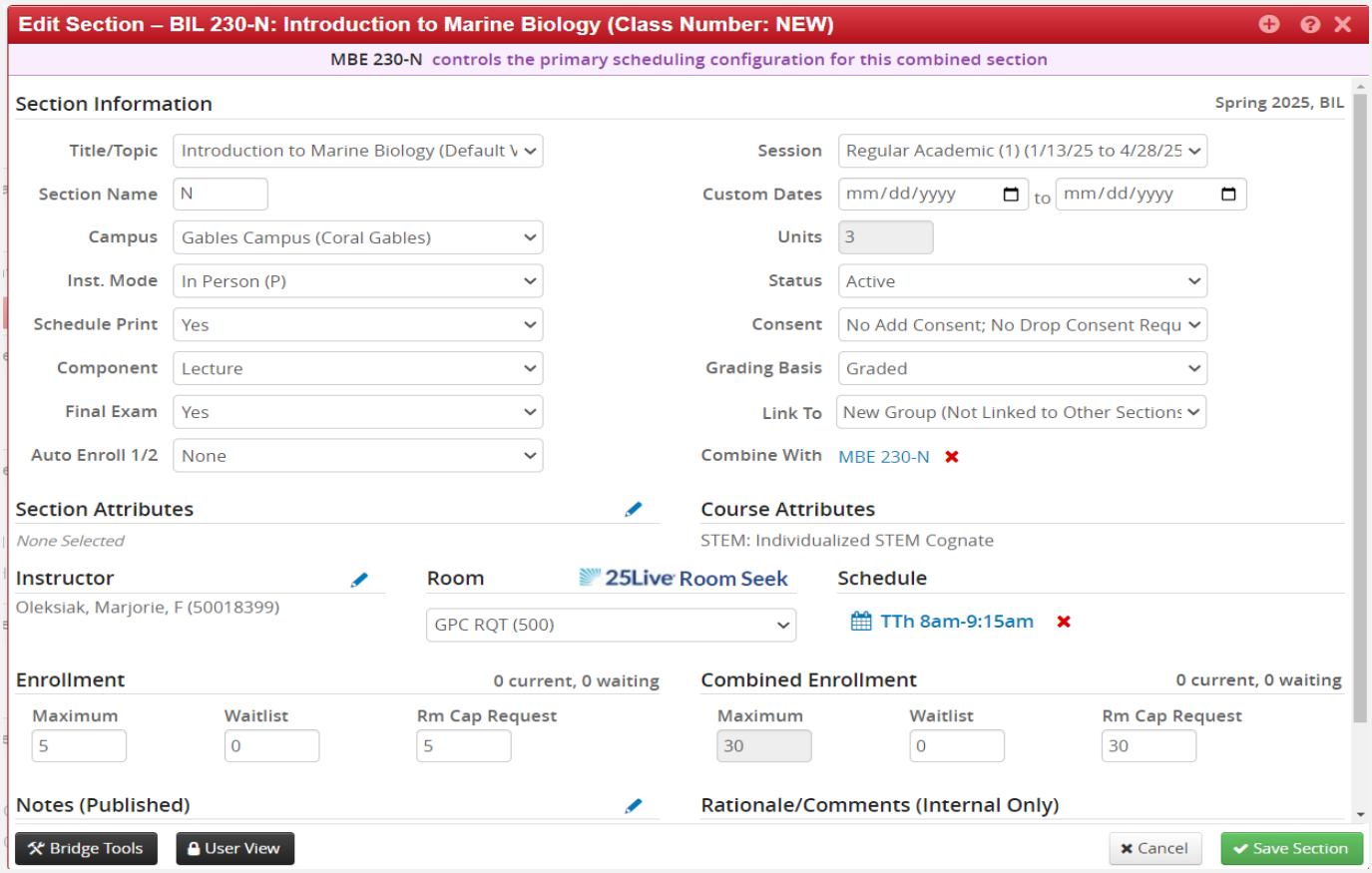


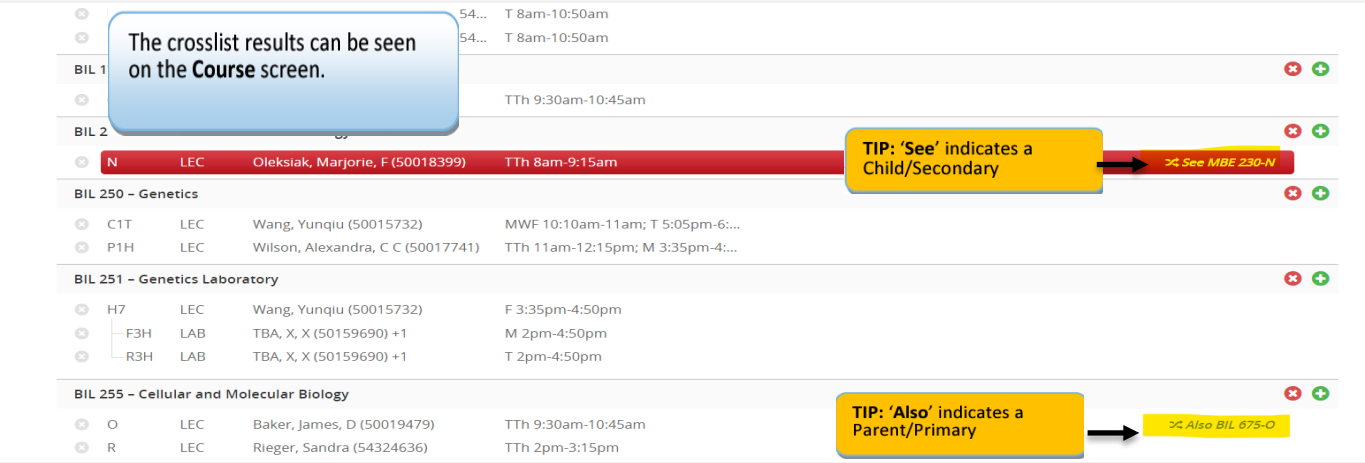
TIP: After a section is officially combined, the Combined-Enrollment field will appear. This field must be filled out or else students will have difficulty registering.



- In the field "Combine With" start typing the other course you want to combine to. Double check that it is the correct course number and section number and type (lecture or discussion).
- **The section must be created in CLSS for it to appear in the "Combine With" listing.**
- Remember, that when the combination is approved to CaneLink your section will inherit the meeting information from the section you're combining with. That includes the meeting pattern day and time, instructors and TAs, and room location.

  The combined enrollment is the COMBINED TOTAL of the two sections. If ENG and MTH are doing a combination that will have 40 total students, but only 15 of the seats are for ENG students then when ENG initiates the combination, they should have 15 as the enrollment capacity for their section and MTH should set their enrollment capacity at 25. The Room Request are also combined totals and should be handled the same as above. **Wait List capacities field should be zero. Double check the enrollment capacities on your combined sections regularly!**



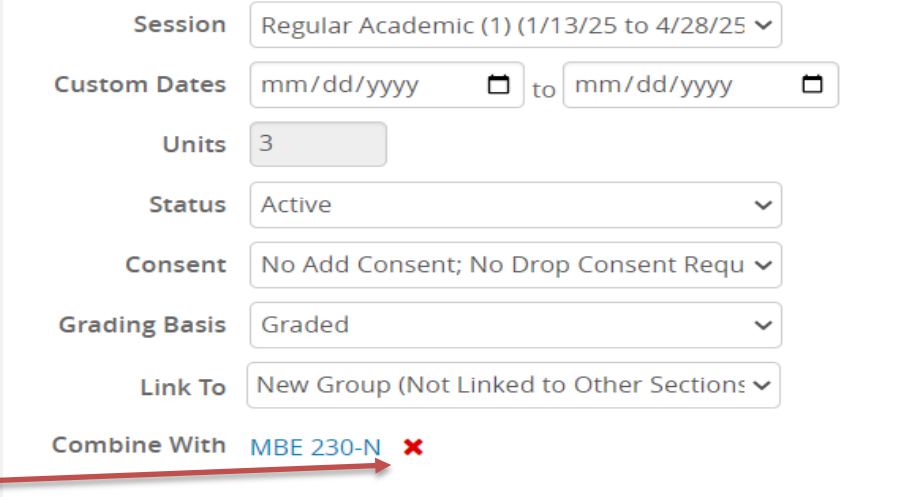


Once the combination has been approved and in CaneLink, the section that was added on to becomes the primary scheduler and is the only one able to change the combined enrollment fields, meeting day/time, instructor, and room location. To request a change to the primary scheduler, leave a message in the Comments. Individual sections still can update their enrollment capacity, consent, topic/title, etc. Each section can have different pre-req's and requirements which are done in CaneLink.

- Changes to a combined course must be made in the Parent section. The Edit Section screen will provide a link to the parent section. See below.

To Stop/Cancel – (no enrollment) Combined Section:

To stop combining with a course, open the section's Edit Screen and select the red X. Instructor, Meeting Space, and Meeting will need to be updated as those three fields will still show the parent's information, even after cancelling the combination. A section that is being cancelled and is combined will need to go through the Registrar's Office. If there is enrollment, all students need to be dropped and combined sections must be cancelled.



Linked Sections/Link To (Enrollment and Non-Enrollment Sections)

The linked sections field allows you to link sections for registration. The ability to link sections within a course comes from Canelink (course catalog) so if the course has not been set up within Canelink to allow linking, there will be no option for linking within CLSS. Schools configure linked sections differently. **The course must have multiple components at the catalog level to create a link section.**

1. Navigate to the CLSS instances screen.

2. Click to open an instance.

3. Double click to select a scheduling unit.

4. Double click to open a course.

5. Double click a section to open the editor.

6. Click the link to drop down menu.

7. Select an option:
   a. Not Linked to Other Sections

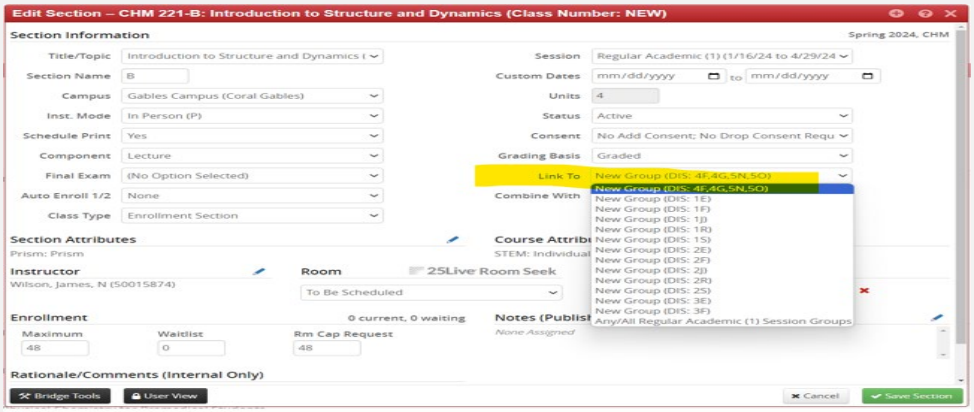
   b. Any Section Type (Lecture, Lab, etc.) - means the student can take any of the specified Section Type with this section, usually on the LEC component of a LEC/LAB/DIS link.

   c. Specific Section Type (Lecture, Lab, etc.) - means the student must take one of a group of the specified Sections Type with this section. Usually on the LAB component of a LEC/LAB link.

8. Click save section.

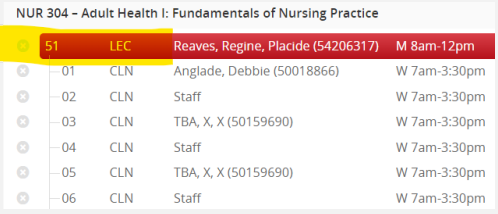
Remember! Enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

Once in Refine mode you cannot unlink sections. They must be cancelled.

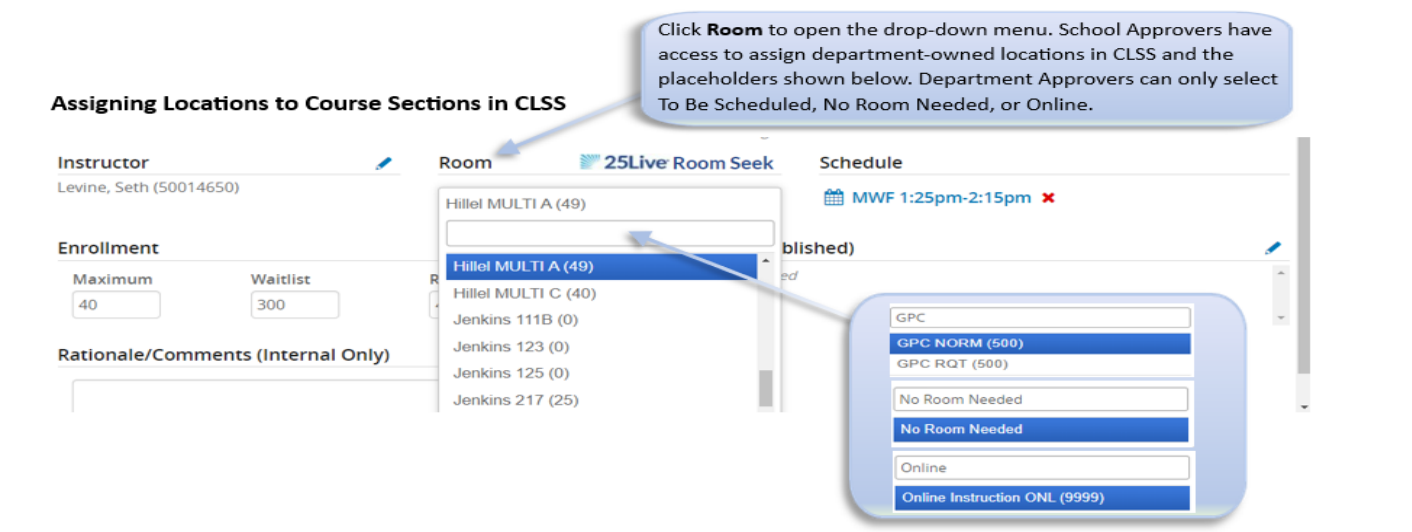


Examples of how linked sections look:

OR



Assigning Locations to Course Sections in CLSS



The two-step process for assigning department-owned space, Online, GPC NORM, and/or requesting GPC space, to course sections in CLSS:

1. Course information must be submitted by Department Approvers for review by School Approver. Department Approvers can select one of three placeholders:

- **To Be Scheduled-** to indicate to your School Approver that the course needs a room.
- **No Room -** If the course has no meeting days/times and will not need an instructional space for the

term.

- **Online**- If the Campus and the Class Mode are entered as Online.
- **Arranged Arranged**- If the course has meeting days and times but the location will be determined by the Department at a later date prior to the first day of classes for the term.

2. Once Department Approvers submit their course section data, the School Approver must proceed to validate, make corresponding adjustments, and then process room assignments or space designation for each course section in need of a space by the due date provided each scheduling term.

Space designations available to School Approvers:

- **Departmental-owned location** must be assigned to each course section that can be accommodated in a space owned by the school/college.
- **GPC RQT** must be assigned to each course section requesting GPC space.
- **No Room Needed (500)**- If the course has no meeting days/times and will not need an instructional space for the term.
- **ONLINE** must be assigned to each course section that will be held online.
- **Arranged Arranged**- If the course has meeting days and times but the location will be determined by the Department at a later date prior to the first day of classes for the term.

*For future terms, please note that the GPC NORM placeholder will no longer be available for Department and School Approvers. The GPC NORM placeholder is reserved for OCM internal use to indicate that no General-Purpose Classroom is available for the course section.

Office of Classroom Management (OCM) Workflow after the Rooming Process for a term:

- After the Rooming Process for a term and the term data is published in CaneLink, schedulers will regain access in CLSS to make room changes (for department-owned spaces) and/or request GPC space for existing or additional course sections.

- Any changes made to a course section assigned to a GPC space after the Rooming Process for a term will need to go through a workflow for OCM review. This includes additional General-Purpose Classroom requests (GPC RQT).

- The Office of Classroom Management processing time for Workflow queue may be delayed if changes made to a course section require Course and Scheduling approval.

Office of Classroom Management (OCM) Recommendations for Effective Rooming in CLSS:

Once a term is rolled out, run a CLSS report by Department Units or College/School and identify the course sections likely to be cancelled or to be left as “tentative” for the term to be scheduled.

- Remove the locations from course sections to be cancelled and the locations assigned to course sections that will be updated with different meeting days/times for the term. By taking a proactive approach to complete this step early, you will be releasing locations making them available to assign to other course sections.

- Remember that only available locations will be shown in the **Room** drop-down menu field on the course section Dynamic Form.

OCM Note to School Approvers: Please contact the Office of Classroom Management if:

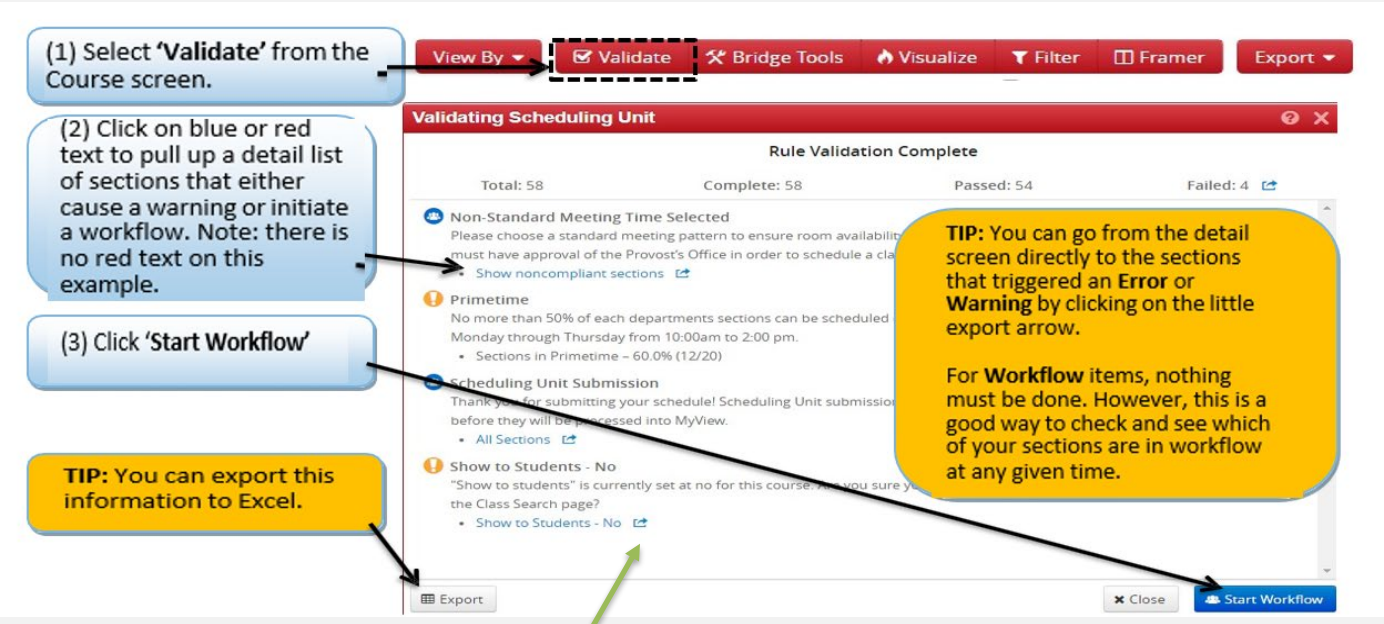
- A department-owned location is not listed for you to select or if you notice that the room capacity showing for a location does not match that of your records.
- A new space needs to be added to CLSS, CaneLink, and 25LivePRO for academic scheduling purposes (labs, classrooms, auditoriums, seminar rooms, etc.)

Submit Your Scheduled (Validate):

Schedules must be validated and submitted via CLSS by the due date. When you're ready to submit, click Validate in the upper right-hand corner of your department's page. When you validate, your department's schedule is tested against the rules, and you'll receive the same responses as seen in the pop up. In Plan Phase, validating is how a Scheduler submits a scheduling unit to the Registrar's Office.

Note: Even if your schedule isn't 100% complete, you are still required to submit it **BY THE DUE DATE.** You can continue to make additions and changes up until Room Assignment Phase and then again after room assignment phase for school approvers only, but on a more limited scale.

You may validate as many times as possible, BUT you can only start workflow ONCE.



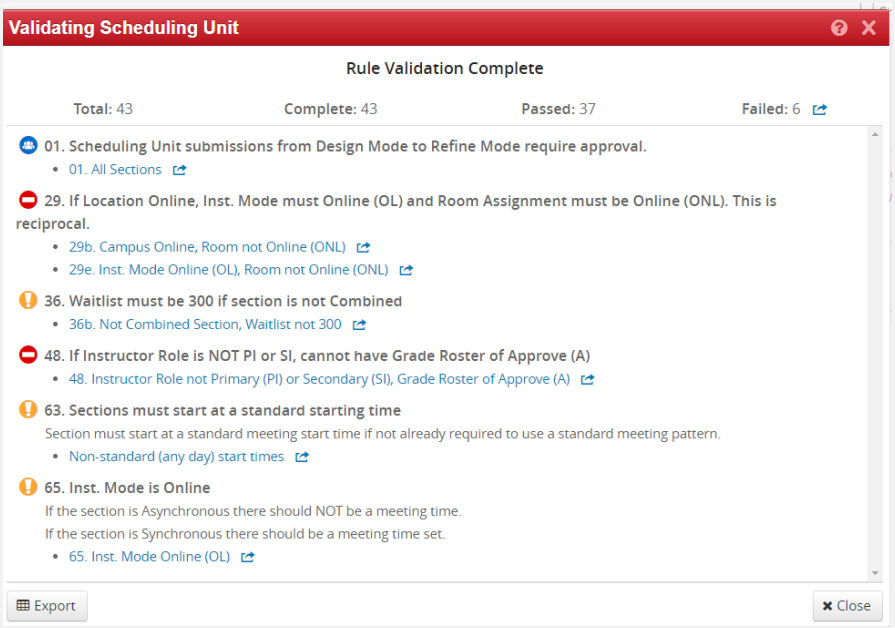
To check your sections with errors, you can click on the and a new window will pop up with the sections you need to fix.

Save Section- Flags: Error, Warning, Workflow:

Rules are established in CLSS to enforce university policy and assist with managing the numerous course schedule changes that occur in a typical academic year. When you save your section, CLSS will run it against a series of rules (validate screen) to make sure the section conforms to university regulations. CLSS will give you feedback on your save attempt.

Potential outcomes are listed below:

Validation Symbol	Meaning
Warning	Your section can still be saved, but there could be potential issues. Please review the additional information CLSS provides to understand what those issues could be. The program will let you save and continue.
Error	Your section could not be saved. CLSS will let you know what needs to be changed to save the section successfully.
Workflow	The section data you have provided can be saved but will require approval. Make sure you hit the Start Workflow button to submit the section.

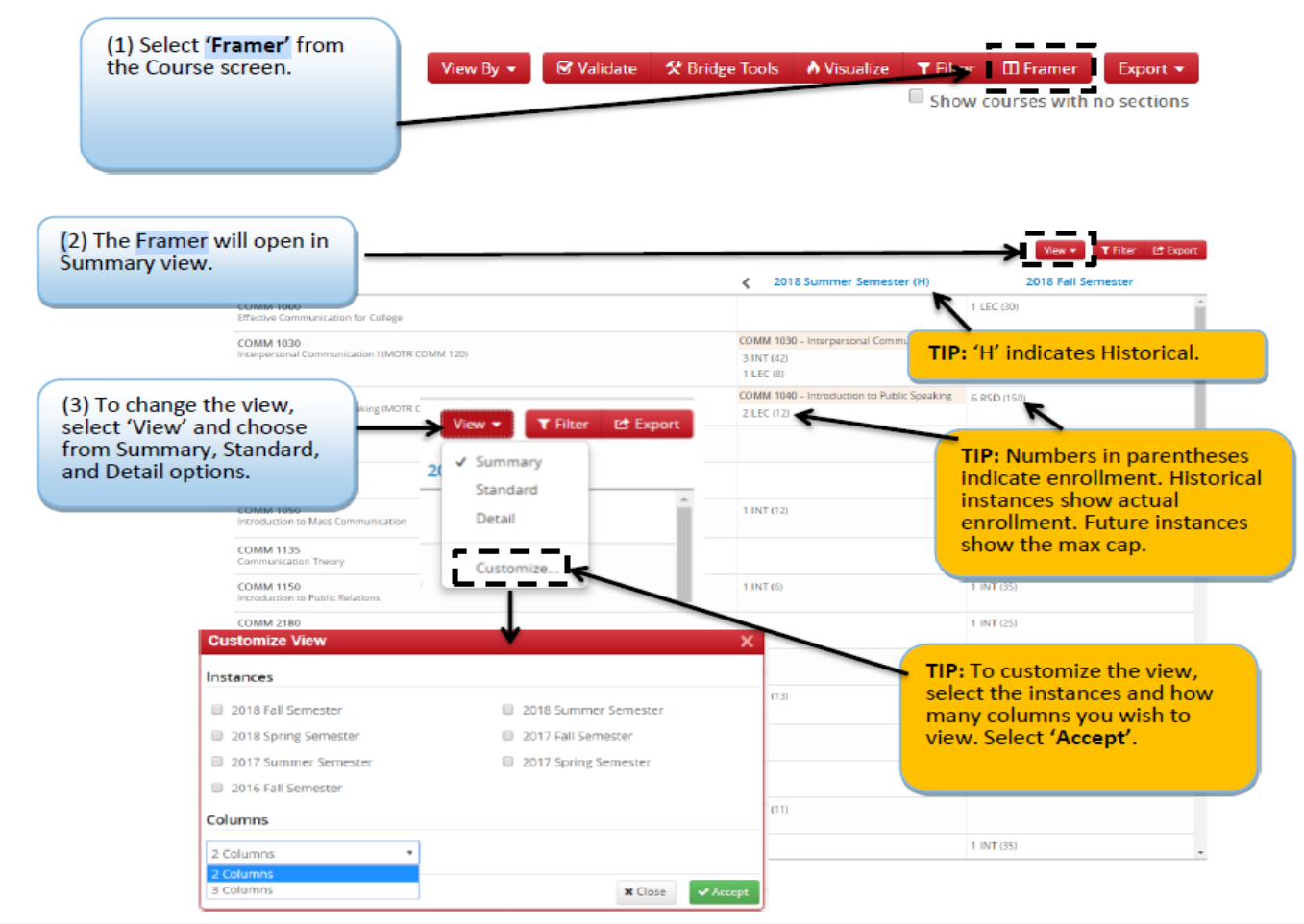


Schedule Framer

For more training on this, contact scheduling.rg@miami.edu

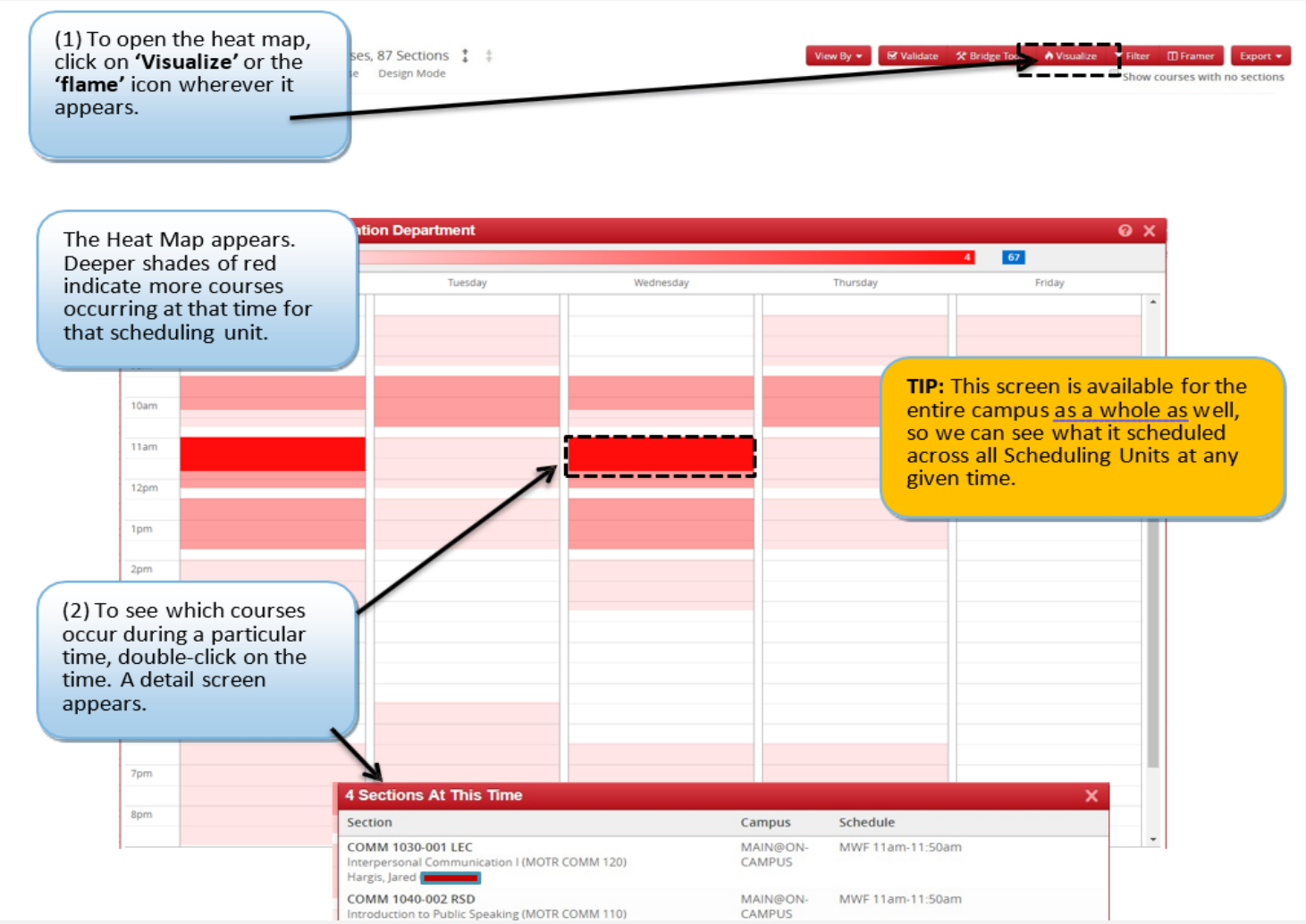
The Framer is a useful way to compare terms and reporting purposes.

1. You can select "View" from the top to change from Summary, Standard, and Detailed view depending on how much information you would like.
2. Select "Customize" to select which terms (up to 3) you would like to view at the same time:
3. You can also Export this information as a PDF or Excel file by clicking Export in the upper right-hand corner.



Heat Map / Visualize

Heat maps provide a visual representation of the number of sections in a scheduled week. The heat map can be used from the instance, scheduling unit, or offering screens when the Visualize indicator or flame icon is present.



For more training on this, contact scheduling.rg@miami.edu

Contacts:

For access to CLSS or questions/training not covered by this guide, please contact:

Course & Curriculum:

Cynthia Connor-Urbina

Assistant University Registrar
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Deborah Perry

Sr. University Course and Scheduling Analyst
University Registrar's Office

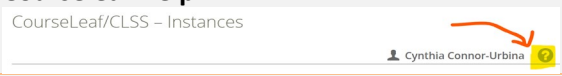
Scheduling.rg@miami.edu

Classroom Management: (GPC, Special Requests, ADA, and Back-to-Back File)

Office of Classroom Management
University Registrar's Office

ocm@miami.edu

Helpful Links

Standard Meeting Patterns	**Course & Curriculum Website**
Non-Standard Course Scheduling Tool:	**Non-Standard Course Scheduling**
Academic Calendar:	**Academic Calendars**
CIM Courses	**Course Inventory Management**
Courseleaf Help 	Login Required- you will scroll down to University of Miami: Courseleaf Help (University of Miami)