

CLSS Field Guide

Create Section – ACCT 201: Principles of Accounting 1
+
?
×

Fall 2023, ACCT

Section Information

1. Title/Topic

2. Section #

3. Credit Hrs

4. Status

5. Consent

6. Grade Mode

7. Session

8. Cross-list With

16. Prerequisites None

9. Part of Term

10. Campus

11. Inst. Method

12. Schedule Print

13. Schedule Type

14. Final Exam

15. Link To

17. Restrictions None

Section Attributes 18.

None Selected

Instructor 20.

*****STAFF*****, ***** (INST12345)

Course Attributes 19.

None Assigned

Room 21. 25Live Room Seek

Schedule 23.

Does Not Meet

Enrollment 24. 0 current, 0 prior, 0 waiting

Maximum Wait Cap

25. 26.

Workflow Notes 28.

Cross-list Enrollment 27. 39 current

Maximum

Section Text 29.

OLSS Fee applies. Online.wvu.edu/OLSS_Fee

1. Title/Topic
 - a. This field should never be changed
 - b. If a different title is needed, submit a flexible title request
 - i. <https://registrar.wvu.edu/forms>
 - ii. The day after the registrar creates the course in the catalog, the section can be created in CLSS
2. Section #
 - a. 001-399 Sections offered on the home campus for the College (Example CHEM “Eberly” on Downtown)
 - b. 401-499 Sections offered off the home campus of the College (Example CHEM “Eberly” on Evansdale)
 - c. 701-799 All Online Sections
 - i. 7H[0-9] – Honors
 - ii. 7C[0-9] – Capstone
 - iii. 7S[0-9] – Service
 - d. 800-899 – Bahrain Campus (CBA)
 - e. 900-999 – Campus Online Course (COA)
 - i. 9H[0-9] – Honors
 - ii. 9C[0-9] – Capstone
 - iii. 9S[0-9] – Service
 - f. H[0-9][0-9] – Honors sections

- g. HC[0-9] – Honors Capstone
 - h. HS[0-9] – Honors Service
 - i. S[0-9][0-9] – Service Sections
 - j. C[0-9][0-9] – Capstone Section
 - k. CS[0-9] – Capstone Service Sections
 - l. 7E[A-Z] – Global Studies
 - m. 7H[A-Z] – Global Studies Honors
 - n. 7S[A-Z] – Global Studies Service
 - o. 7A[0-9,A-Z] – Highschool Access
3. Credit Hours
- a. Variable credit
 - i. Leave field blank for variable credit. ii. The variable credit range is determined by the catalog
 - b. Fixed
 - i. Insert a single number to fix the credit hours to that number
 - ii. Billing hours will be set to equal credit hours.
 - iii. Billing hours will be set to zero if the following section attributes are added
 - 1. Global Studies
 - 2. High School Access
 - 3. Billing and Credit Exception (requires workflow)
 - c. Cannot be changed after the start of Registration Phase
4. Status
- a. Always save sections as “Active”
 - b. If the section needs to be cancelled, follow the “Cancelling a section in CLSS” <https://facilitiescheduling.wvu.edu/instructions/clss>
5. Consent
- a. Departmental Approval or Blank
 - b. Restrictions should be used in lieu of Departmental whenever possible
 - c. Undergraduate Web sections cannot have Departmental Approval per The Office of the Provost (Workflow to Provost)
 - d. Cannot be changed after a single student has registered
6. Grade Mode
- a. Should be left as “Student Choice” (Blank in Banner)
 - i. Students will be registered based on the “Default Value in the catalog
 - ii. Sections without a default in the catalog can be set to one of the other options. iii. Audit students can be registered in “student choice” section by the registrar
 - b. 697 and 797 sections should be set “S/U Grading Mode” (Without “Default”)
 - c. Law School – Law School Online
 - d. No Grade – Non-Graded labs
7. Session Code
- a. <50 Non-Traditional (Traditional in person instruction)
 - b. 100% Non-Traditional (Online section – add “Synchronous” or “Asynchronous” section attribute)
 - c. 50-74% Non-Traditional (Hybrid section – instruction is mostly equally split between online and in person– add “Hybrid” Section Attribute)
 - d. 75-99% Non-Traditional (Arranged Low Residency section – the overwhelming majority of the section is online, but there are in person portions – add the “Arranged Low Residency” section attribute)
8. Cross-List with
- a. Enter the section information for what will be or is the “Parent section”

- b. The current section will inherit the following from the Parent:
 - i. Schedule Type
 - ii. Days
 - iii. Times
 - iv. Room
 - v. Instructors
- c. Changes to these fields in the parent will push to the child.
- d. Add additional sections to the cross list by going to the section to be added and selecting the parent in the drop down.
- e. If there is a purple message at the top, you cannot make changes to the fields listed above. The changes must be made in the parent

MAE 211-001 (10402) controls the primary scheduling configuration for this cross-listed section f.

Remove sections from a cross list by pressing the red X

- g. Change to cross-lists after the start of eCampus phase require a workflow to eCampus. These changes may result in loss of eCampus content. eCampus Phase starts after eCampus has bulk built all of the shells.

9. Part of Term

- a. Start and End dates are listed in the drop down
- b. 99 for Bahrain
- c. Med/Dent/Pharm can only be used by those programs
- d. Cannot be changed after the beginning of Registration Phase

10. Campus

- a. WVU Campus Course (CWA) – Main Campus sections
- b. PSC Campus Course (CPA) – Potomac State Campus sections
- c. WVUIT Campus (CTA) – Beckley Campus sections
- d. Bahrain Campus Course (CPA) – Bahrain Campus sections
- e. EMBA Campus Course (CEM) – EMBA Campus sections
- f. WVU Winer/Maymester Course (COL)
 - i. Online and Between semester section
 - ii. Contact WVUOnline@Mail.wvu.edu with questions
- g. Online Campus Section (COA) – Online sections for online students only

11. Instructional Method

- a. WEBOC
- b. All online sections (exceptions below)
- c. Must include “OLSS Fee applies. Online.wvu.edu/OLSS_Fee” in long test
- d. WVU Online will add the OLSS Fee (\$25 per credit up to \$75)
- e. New Online Sections require review by WVU Online
- f. Exceptions:
 - i. High School Access
 - ii. Permanent [1-9]9[0-9]
 - iii. WVU Winter/Maymester Campus (COL) iv. Online Campus Section (COA)

12. Schedule Print

- a. Viewable On Search, Can Register
 - i. Appears on the schedule of courses
 - ii. Students can register
- b. Not Viewable on Search, Cannot Register
 - i. “Hidden” section
 - ii. Used to request a cancellation (See “Cancelling a section in CLSS”)
 - <https://facilitiescheduling.wvu.edu/instructions/clss>

- iii. Hidden sections do not roll.
- iv. Hidden sections will not be assigned a General Purpose Room.

13. Schedule Type

- a. Schedule Type will influence the grid meeting patterns available b. Lecture (L)
- b. Graded Lab (G)
 - a. Laboratory (B - Non-Graded Lab)
 - b. Recitation (R - IEP only)
 - c. Studio (S)
- d. **NO LONGER USED** - Web Based (W) Choose one of the schedule types above. Setup all other fields for an online section.

14. Final Exam

During the first step of selecting Final Exam, please select Yes, No, or Common. Once room assignments have been completed, you may request a new room. We will generate the Final exams sometime after the add/drop period. This will give you time from the start of the semester to determine if the normal class meeting space may or may not be acceptable for finals week.

- a. Yes, Finals During Finals Week
 - i. The Instructor will have a Final in the regularly scheduled room that they were in during the semester and occur at the time Determined by the Registrar schedule.
- b. No, No Finals During Finals Week
 - i. The Instructor will not need a room during finals week for a Final Exam
- c. HSC – Requesting a Different Time for Final Exam
 - i. Only HSC – This will route to the HSC Vice President’s Office for approval and be scheduled by the department, Requiring Workflow notes
- d. Requesting a New Room from the Section Scheduled One
 - i. Must have Workflow notes with Room information, This will route to scheduling for approvals
- e. Testing Center Downtown
 - i. This is a request to use the Downtown Testing Center and will route to a group CLSS Testing Center for review and approval. Will require workflow notes.
- f. Common Exam
 - h. Courses that hold common exams {Must be one of the Follow subject codes only - MATH 153,MATH 154,MATH 155,MATH 156,MATH 251,MATH 261,CHEM 110,CHEM 111,CHEM 112,CHEM 115,CHEM 116,MAE 241,MAE 242,MAE 243,FRCH 100,FRCH 101,FRCH 102,FRCH 200,FRCH 203,FRCH 204,ITAL 101,ITAL 102,ITAL 203,ITAL 204,SPAN 100,SPAN 101,SPAN 102,SPAN 200,SPAN 203,SPAN 204,PHYS 101,PHYS 102,PHYS 111, PHYS 112}

15. Link to (Section linking at the section level requires the same Subject and Course number)

- a. This is for linking Lecture to Non-Graded Labs of the same Subject/Course number.
- b. If there is only one lecture and one lab
 - i. Set the lecture to “Any Laboratory Sections”
 - ii. Set the labs to “Any Lecture Sections”
- c. If there is only one lecture and multiple labs
 - i. Set the lecture to “Any Laboratory Sections”
 - ii. Set the labs to “Any Lecture Sections”
- d. If there is only one lab and multiple lectures
 - i. Set the Lab to “Any Lecture Sections”
 - ii. Set the Lectures to “Any Laboratory Sections”
- e. If there are multiple lectures and labs
 - i. Set the Lectures to “any laboratory section”
 - ii. ii. Set the Labs to “Any Lecture Section”

f. If there are multiple Lectures & Labs that need to be specifically linked together

- i. Set Lecture 1 to “Specific Laboratory Sections”
- ii. Set the labs associated with Lecture 1 to “Section ### (CRN) (Lecture)”
- iii. Set Lecture 2 to “Specific Laboratory Sections”
- iv. Set the labs associated with Lecture 2 to “Section ### (CRN) (Lecture)”

16. Prerequisites

- a. Section level prerequisites are set to match the catalog
- b. If the section level prerequisites appear incorrect, check SCAPREQ to verify the catalog
- c. Scheduling will update the section level prerequisites if they don't match.
- d. Submit a CIM update if the prerequisites have changed and need to be updated in the Catalog

17. Restrictions

- a. Class
 - i. Include or exclude based on class level
 - ii. Ex. Freshman, Sophomore, Junior, Senior
- b. Cohort
 - i. Honors
 1. HONORS_FP and HONORS_UD for Main campus (must include both for all honors sections)
 2. HONORS_PO for Potomac State
 - ii. BUS_LL – Business Lower Level
- c. College – Include or exclude based on the two-digit college code
- d. Field of Study – ALL
 - i. Include or Exclude based on a variety of field of study restrictions that can all be listed together
 - ii. Major
 - iii. Minor
 - iv. Certificate
 - v. Area of Interest
- e. Level
 - i. Include or Exclude based on Level
 - ii. Exclude UP and UT for all undergraduate main campus section
 - iii. Exclude UG, UP, and UT for all graduate level main campus sections
 - iv. Include UP for Potomac State
 - v. Include UT for WVU Tech
- g. Campus
 - i. SOA – Online Students in Online Programs
 - ii. SWA – In person students on Main Campus (may be added to online sections)

18. Section Attributes

- a. Edit Section Attributes by clicking the pencil
- b. Arranged
 - i. Allows a section to be assigned a room that is smaller than the Max Enrollment
 - ii. Example: 20 students meet in a 10-seat room. 10 in the first hours and 10 in the second
 - iii. Requires Chair/Dean workflow approval
- c. Arrange Low Residency – 75-99% Non-Traditional session code
- d. Asynchronous

- i. Online
- ii. 100% Non-Traditional Session Code
- iii. No Days/Times
- e. Billing and Credit Exception
 - i. Zero Bill Hours
 - ii. Alternate fee structure
 - iii. Requires Chair/Dean workflow approval
- f. Capstone Experience
 - i. Automatically added and cannot be removed at the section level if it is in the catalog
 - ii. Can be added at the section level (where approved) if not in the catalog
- g. Global Studies
 - i. Zero Billing
 - ii. Exchange program only
- h. High School Access
 - i. Zero Billing
 - ii. Section designed for High School Students
- i. Honors Course
 - i. Honors sections online
 - ii. Must include H in the section #
 - iii. Must include Cohort Restrictions
- j. No Cost Section
 - i. NOC
 - ii. Requires Chair/Dean Approval
- k. STEM Course Designation
 - i. Set in the catalog only
 - ii. Schedules for these courses are set during the STEM Phase
 - iii. Changes after STEM Phase require chair/dean approval in CLSS
- l. Service Course
 - i. Automatically added and cannot be removed at the section level if it is in the catalog
 - ii. Can be added at the section level (where approved) if not in the catalog
- m. Synchronous
 - i. Online
 - ii. 100% Non-Traditional Session Code
 - iii. Set Days/Times
- n. Writing Requirement – No longer used

19. Course Attributes

- a. Attributes set in the catalog
- b. These cannot be removed from the section level
- c. These cannot be edited from CLSS by Scheduling
- d. Updates must be submitted through CIM

20. Instructor

- a. Edit Instructors by clicking the pencil
- b. Use “*****STAFF*****” only for the primary and only if the instructor is unknown
- c. There can only be one primary instructor
- e. % Responsibility must add up to 100%
- f. Primary instructors will only receive a time conflict override in cross-listed sections
- g. Secondary instructors will automatically receive a time conflict override

21. Room

- a. Do not make edits to this field
- b. Room edits should be made in the Schedule Screen.

22. 25Live Room Seek

- a. Used to find available General Purpose classrooms. It is only available after room assignments.
- b. Detailed instructions : <https://facilitiescheduling.wvu.edu/files/d/41fede7f-cfbf-4d31-8525-f2347a3fe091/clss-room-seek.pdf>

23. Schedule

- a. Click the blue link below “Schedule” to edit days and times
- b. Follow instructions <https://facilitiescheduling.wvu.edu/instructions/clss>
 - i. For Adding/Changing a meeting Pattern
 - ii. General Purpose Room Change (After room assignments)

24. Enrollment

- a. Maximum
 - i. Set to the number of expected students.
 - ii. Assigned room cannot be smaller than the Maximum Enrollment
 - iii. Avoid over enrolling. Instead adjust the Maximum Enrollment
- b. Wait-listing is available to all departments and on all sections
- c. Once the section is full (there are as many student as max enrollment), additional student will be put on the waitlist when they register
- d. Type a number to set the number of students (standard is no more than half the maximum enrollment”
- e. As students drop the section, the first student only on the wait list will be emailed and given the opportunity to register.

25. Current – the number of students currently registered

26. Prior – the number of students that took this exact section the previous like semester

27. Cross-list Enrollment

- a. Automatically updated based on the enrollment of each section in the cross list
- b. If seats need to be moved from one section to another, reduce one before increasing the other.
- c. Students will get a “section full” error if one of the sections is over enrolled and the total students are more than the Cross-list Enrollment Maximum

28. Workflow notes

- a. Use this field to pre answer any questions for Chairs/Deans/Scheduling/Provost/Registrar/eCampus
- b. Only enter text in this field when prompted to “start workflow” when saving
- c. Entering text in workflow notes that do not require a workflow will delay the change pushing to Banner
- d. Examples (to include but not limited to the following):
 - i. Requesting a new room (Follow General Purpose Room Change after room assignments) <https://facilitiescheduling.wvu.edu/instructions/clss>
 - ii. Providing justification for Off Grid
 - iii. Providing justification for Undergraduate WEBOC sections that need a DA
 - iv. Informing eCampus the instructor is prepared to upload content when changes to cross listing occurs after shells are built
 - v. Providing reason/justification for changing restrictions after Registration Phase starts
 - vi. Providing justification for changes to STEM section after STEM Priority Phase
 - vii. Providing adjusted schedule for “Arranged” attribute
 - viii. Providing additional information when cancelling
 - 1. (Follow Cancelling a section in CLSS) <https://facilitiescheduling.wvu.edu/instructions/clss>
 - 2. Reason
 - 3. Justification

4. Replacement section information (if it should be provided to currently registered students)

ix. Requesting exception for cross listing section more than two levels apart.

29. Section Text

- a. Edit Section Text by clicking the pencil
- b. Text in this field will replace the section description on the schedule of course.
- c. "OLSS Fee applies. Online.wvu.edu/OLSS_Fee" should be added here for all WEBOC sections