

## Validating

1. Navigate to an unfiltered view of your Scheduling Unit and Term
  - a. <https://futurecatalog.wvu.edu/wen/>
  - b. Pick term
  - c. Filter and double click scheduling unit

CourseLeaf/CLSS – Spring 2022 – Plan Phase Michael Zielinski Log Out

710 Scheduling Units  
3,664 Courses 6,229 Sections

Visualize Filter Search acct

CLSS References <https://facilitiescheduling.wvu.edu/instructions/clss>  
Important Dates <https://facilitiescheduling.wvu.edu/important-dates>  
Fall 2021  
August 18, 2021 First day of Fall classes  
Spring and Summer 2022  
August 2, 2021 CLSS access will be opened to all SLI coordinators. All SLI coordinators can pull an updated SLI from ARGOS.  
The STEM priority building schedule for BIOL, CHEM, MATH, and PHYS service level courses is completed at this time  
August 24, 2021 Final changes must be completed. All HSC Semester Long Events must be submitted. SLI Coordinators must STOP Entering Data in CLSS.  
STEM Schedule  
<http://tinyurl.com/42mmx4wc>

ID	Name	Courses	Sections
ACCT	Accounting	33	54
ACCT-CPA	Accounting - CPA	2	2
ACCT-CTA	Accounting - CTA	12	13

2. Click the dark red “Validate button” (if it is light red, return to step 1)

View By  Validate Visualize Filter Framer Export

Show courses with no sections

3. Read and address the error messages
  - a. Blue Warnings
    - i. Workflows
    - ii. These will need approval by those in parenthesis.
    - iii. “Standard Meeting Patterns”
      1. Correct on grid OR
      2. Provide justification for off grid in the workflow notes
    - iv. All web sections are reviewed by WVU Online (fees will be added later)
  - b. Red Errors
    - i. Errors that must be corrected before completing validation
    - ii. Click on the blue rectangle with the right arrow to open a new tab with a filtered list of sections.
    - iii. Correct these errors and save each section

- 045. Rooms may not overlap (exceptions).
  1. Rooms may not overlap. Exceptions to this rule include NAT-E G1, ASA-E 122, CAC-E 3005, CAC-E 5007, NAT-E 200, ARM-D 303, and ONLINE.
  - 045. Room overlap (exceptions)

4. Repeat steps 2 and 3 until there are no red errors.

5. Click the "Start Workflow" on the Validation window to submit to your chair

