# Table of Contents

**Login** 3

**Independent Study Setup** 5

**Single-Component Class Setup** 7

  - Synchronous Online Section 7
  - Asynchronous Online Section 9
  - In-Person Section 11

**Hybrid Section (Online and On Campus)** 12

  - One Meeting Pattern 13
  - Multiple Meeting Patterns 15

**Multi-Component Class Setup** 17

  - Primary Component 17
  - Secondary Component 19

**Online Version of In-Person or Hybrid Section** 21

**Add Topic Title** 23

**Link to Sections** 24

**Add Instructor** 25

**Add Meeting Patterns** 26

  - Standard Times 27
  - Non-Standard Times 28

**Save Meeting Pattern** 29

  - Multiple Meeting Patterns 30

**Add Room Attributes** 33

**Comments to Registrar** 34

Revised 10/7/2020
Login

Log into the CLSS production site using your NetID and password
URL: https://courseleaf.dukehub.duke.edu/wen

To access the scheduling units, click on the desired term.

Double-click to access the desired scheduling unit. Units are listed in alphabetical order by ID.
When you initially access a scheduling unit, no courses will be listed. Check the **Show courses with no sections** checkbox to find a course to schedule. The list of courses will reflect all active courses in the Course Catalog.

1. Find the course you want to schedule and double-click it.
2. To schedule the section, click the green plus on the far right.
Independent Study Setup

(1) **Title/Topics.** To add a topic title, choose an existing topic title from the dropdown list or choose Other... to add a new topic title. See Add Topic Title.

(2) **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Location.** Most independent studies will have a location of Durham. If you want to designate the independent study as online, change the value to Online.

(5) **Instruction Mode.** Most independent studies will have an instruction mode of in-person. If location was changed to Online, change the instruction mode to Asynchronous Online if no meeting pattern is scheduled or Online if a meeting pattern is scheduled.

(6) **Course Consent.** Most independent studies have consent by default. Adjust as needed.

Revised 10/7/2020
(7) **Instructor.** The default instructor on each section is **Departmental Staff (0399180).** To add an instructor, click the blue pencil icon to add the instructor(s). See [Add Instructor](#).

(8) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0. Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See [Comments to Registrar](#).
Single-Component Class Setup

Synchronous Online Section

(1) **Title/Topic.** For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or choose Other... to add a new topic title. See [Add Topic Title](#).

(2) **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Location.** Set location to [Duke University (Online)](#).

(5) **Instr. Mode.** Set instruction mode to Online.
(6) **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value.

(7) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the Comments to Registrar field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.

(8) **Instructor.** The default instructor on each section is **Departmental Staff (0399180)**. To add an instructor, click the blue pencil icon to add the instructor(s). See Add Instructor.

(9) **Room.** Set room to **Online Course (999)**.

(10) **Schedule.** Click **Does Not Meet** to schedule a synchronous meeting pattern. See Add Meeting Patterns.

(11) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0.

(12) **Cross-listed Enrollment.** If a section is crosslisted, enter the same enrollment and waitlist caps in these fields.

(13) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at [https://registrar.duke.edu/help-guides/class-notes-dukehub](https://registrar.duke.edu/help-guides/class-notes-dukehub).

Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See Comments to Registrar.
(1) **Title/Topic.** For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or choose **Other...** to add a new topic title. See [Add Topic Title](#).

(2) **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Location.** Set location to **Duke University (Online).**

(5) **Instr. Mode.** Set instruction mode to **Asynchronous Online.**

(6) **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value.

(7) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the **Comments to Registrar** field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.
(8) **Instructor.** The default instructor on each section is **Departmental Staff (0399180)**. To add an instructor, click the blue pencil icon to add the instructor(s). See [Add Instructor](#).

(9) **Room.** Set room to **Online Course (999)**.

(10) **Schedule.** No meeting pattern should be added for asynchronous online sections.

(11) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0.

(12) **Cross-listed Enrollment.** If a section is crosslisted, enter the same enrollment and waitlist caps in these fields.

(13) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at [https://registrar.duke.edu/help-guides/class-notes-dukehub](https://registrar.duke.edu/help-guides/class-notes-dukehub). Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See [Comments to Registrar](#).
In-Person Section

(1) **Title/Topic.** For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or choose **Other...** to add a new topic title. See [Add Topic Title](#).

(2) **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Location.** Set location to **Duke University (Durham).**

(5) **Instr. Mode.** Set instruction mode to **In Person.**

(6) **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value.

(7) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the Comments to Registrar field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.

Revised 10/7/2020
(8) **Instructor.** The default instructor on each section is **Departmental Staff (0399180).** To add an instructor, click the blue pencil icon to add the instructor(s). See [Add Instructor](#).

(9) **Room.** Set room to **General Assignment Room.**

(10) **Room Attributes.** Add room attributes for general assignment room requests. See [Add Room Attributes](#).

(11) **Schedule.** Click **Does Not Meet** to schedule a meeting pattern. See [Add Meeting Patterns](#).

(12) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0.

(13) **Cross-listed Enrollment.** If a section is crosslisted, enter the same enrollment and waitlist caps in these fields.

(14) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at [https://registrar.duke.edu/help-guides/class-notes-dukehub](https://registrar.duke.edu/help-guides/class-notes-dukehub). Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See [Comments to Registrar](#).
Hybrid Section (Online and On Campus)

Hybrid sections can be set up with the following meeting pattern configurations:

- **One meeting pattern**: In this scenario, a class has one scheduled meeting pattern with a room assignment, but may meet online for some class sessions. The class should include a note to clarify meeting expectations (e.g., Class will require both in-person and online participation during the scheduled meeting time).

- **Multiple meeting patterns**: In this scenario, multiple meeting patterns are scheduled with each either requesting a room assignment or using the Online Course room designation.

One Meeting Pattern

(1) **Title/Topic**. For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or choose Other... to add a new topic title. See Add Topic Title.

(2) **Section Number**. The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.
(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Location.** Set location to **Duke University (Durham)**.

(5) **Instr. Mode.** Set instruction mode to **Online and On Campus**.

(6) **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value.

(7) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the **Comments to Registrar** field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.

(8) **Instructor.** The default instructor on each section is **Departmental Staff (0399180)**. To add an instructor, click the blue pencil icon to add the instructor(s). See **Add Instructor**.

(9) **Room.** Set room to **General Assignment Room** or assign an owned room.

(10) **Room Attributes.** Add room attributes for general assignment room requests. See **Add Room Attributes**.

(11) **Schedule.** Click **Does Not Meet** to schedule a meeting pattern. See **Add Meeting Patterns**.

(12) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0. If a section is crosslisted, enter the same enrollment and waitlist caps in the **Cross-Listed Enrollment** fields.

(13) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at [https://registrar.duke.edu/help-guides/class-notes-dukehub](https://registrar.duke.edu/help-guides/class-notes-dukehub). For hybrid classes with one meeting pattern, add a note to clarify meeting expectations (e.g., Class will require both in-person and online participation during the scheduled meeting time).

   Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See **Comments to Registrar**.

Revised 10/7/2020
Multiple Meeting Patterns

1. **Title/Topic.** For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or choose **Other**, to add a new topic title. See [Add Topic Title](#).

2. **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

3. **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

4. **Location.** Set location to **Duke University (Durham)**.

5. **Instr. Mode.** Set instruction mode to **Online and On Campus**.

6. **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value.
(7) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the **Comments to Registrar** field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.

(8) **Instructor.** The default instructor on each section is **Departmental Staff (0399180).** To add an instructor, click the blue pencil icon to add the instructor(s). See **Add Instructor.**

(9) **Room.** Set room to **General Assignment Room, Online Course,** or assign an owned room for the first meeting pattern. Add room attributes for general assignment room requests. See **Add Room Attributes.**

(10) **Schedule.** Click **Does Not Meet** to schedule a meeting pattern. See **Add Meeting Patterns.** To add multiple meeting patterns, see **Multiple Meeting Patterns.** When multiple meeting patterns are scheduled, the **Room** dropdown will become grayed out and room assignments will need to be managed through the schedule grid.

(11) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0.

(12) **Cross-listed Enrollment.** If a section is crosslisted, enter the same enrollment and waitlist caps in these fields.

(13) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at [https://registrar.duke.edu/help-guides/class-notes-dukehub](https://registrar.duke.edu/help-guides/class-notes-dukehub).

Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See **Comments to Registrar.**

Revised 10/7/2020
Multi-Component Class Setup

Multi-component classes consist of a primary component (e.g., lecture or seminar) and a secondary component (e.g., lab or discussion). Occasionally, there may be two secondary components (e.g., lab and discussion).

To schedule a multi-component class, schedule the primary component first and then the secondary component(s). Multi-component classes may have multiple sections of primary and secondary components. For an example, see MATH 221D.

Primary Component

(1) **Title/Topic.** For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or or choose **Other...** to add a new topic title. See Add Topic Title.

(2) **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

- Multi-component class section numbers are three characters. The primary component will be three digits (e.g., 001, 002) and the secondary component will be two digits plus a suffix that identifies the component (e.g., 01D for the first discussion section, 02L for the second lab section).
(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Location.** Set location to **Duke University (Online)** for online sections or **Duke University (Durham)** for in-person sections. Location is set by component so the primary and secondary components may have different location settings.

(5) **Instr. Mode.** Set instruction mode for the primary component. Instruction Mode is set by component so the primary and secondary components may have different instruction modes.

(6) **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value. Consent should match between the primary and secondary components.

(7) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the Comments to Registrar field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.

(8) **Instructor.** The default instructor on each section is **Departmental Staff (0399180)**. To add an instructor, click the blue pencil icon to add the instructor(s). See **Add Instructor**.

(9) **Room.** Set room to **General Assignment Room**, **Online Course**, or assign an owned room based on the instruction mode.

(10) **Room Attributes.** Add room attributes for general assignment room requests. See **Add Room Attributes**.

(11) **Schedule.** Click **Does Not Meet** to schedule a meeting pattern. See **Add Meeting Patterns**.

(12) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0. If a section is crosslisted, enter the same enrollment and waitlist caps in the **Cross-listed Enrollment** fields.

(13) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at **https://registrar.duke.edu/help-guides/class-notes-dukehub**.

Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See **Comments to Registrar**.

Revised 10/7/2020
Secondary Component

When scheduling secondary components, you will have the option to link the section to a primary component. Primary components will appear in the Link To field dropdown. You can choose to link the secondary component to a specific primary component or to any enrollment section.

- **Link to specific primary component:** The secondary component (e.g., lab, discussion) is the enrollment component. Students choose the secondary component on the schedule and auto-enroll into the primary component. Permission numbers are associated with the secondary component.
- **Link to any enrollment section:** The primary component will be the enrollment component. Students will choose the primary component and then one of the available secondary components. Permission numbers are associated with the primary component.

---

(1) **Title/Topic.** For permanent courses, the title field should not be updated. To add a topic title for a topics course, choose an existing topic title from the dropdown list or or choose Other... to add a new topic title. See Add Topic Title.

(2) **Section Number.** The section number automatically generates in numerical order based on the highest section number already scheduled for the course. The section number can be changed if needed.

- Multi-component class section numbers are three characters. The primary component will be three digits (e.g., 001, 002) and the secondary component will be two digits plus a suffix that indicates what the component (e.g., 01D for the first discussion section, 02L for the second lab section).
(3) **Credit/Unit.** If a course is fixed credit, this field will be grayed out and cannot be edited. If the course is variable credit, two boxes will appear displaying the range of credits. Adjust as needed. If the credit is left as variable, the section will be scheduled with variable credit.

(4) **Component.** Choose the secondary component from the dropdown menu.

(5) **Link To.** Choose the primary component the section is linked to. If there are multiple primary components and students have the option to choose either, choose Any enrollment section. See additional information about Link To Sections.

(6) **Location.** Set location to Duke University (Online) for online sections or Duke University (Durham) for in-person sections. Location is set by component so the primary and secondary components may have different location settings.

(7) **Instr. Mode.** Set instruction mode for the secondary component. Instruction Mode is set by component so the primary and secondary components may have different instruction modes.

(8) **Consent.** If a course requires consent in the catalog, you may change the value as needed. If a course does not have consent in the catalog, CLSS will not allow changes to this value. Consent should match between the primary and secondary components.

(9) **Cross-list(s).** If a course has permanent crosslists, they will automatically appear here. This field cannot be updated for permanent courses. If a crosslist is missing, note it in the Comments to Registrar field. If a course request has been submitted to add or remove a crosslist, include the course request ID number.

(10) **Instructor.** The default instructor on each section is Departmental Staff (0399180). To add an instructor, click the blue pencil icon to add the instructor(s). See Add Instructor.

(11) **Room.** Set room to General Assignment Room, Online Course, or assign an owned room based on the instruction mode. Room is set by component so the primary and secondary components may have different room settings. Add room attributes for general assignment room requests. See Add Room Attributes.

(12) **Schedule.** Click Does Not Meet to schedule a meeting pattern. See Add Meeting Patterns.

(13) **Enrollment.** Enter the enrollment and waitlist caps. If a section has consent, the waitlist cap should be 0. If a section is crosslisted, enter the same enrollment and waitlist caps in the Cross-listed Enrollment fields.

(14) **Notes (Visible to Students).** Notes added here will appear under the Class Notes section of the class on the Schedule of Classes. See the help guide at https://registrar.duke.edu/help-guides/class-notes-dukehub.

Comments to the Registrar may be used to communicate any information that can’t be included in the form fields. See Comments to Registrar.

Revised 10/7/2020
Online Version of In-Person or Hybrid Section

If an online version of an in-person or hybrid section can be either synchronous or asynchronous. See [Synchronous Online Section](#) or [Asynchronous Online Section](#) for instructions on adding these sections.

If an instructor wants to schedule a synchronous online class, but will allow students to attend asynchronously, please schedule two sections of the class, one synchronous and one asynchronous. We will not approve time conflict overrides for students who are not required to attend a scheduled meeting.

Example: NEUROSCI 352S-02
When adding the meeting pattern, meetings for other sections of the class will appear in other colors on the grid. If adding the same meeting pattern for a synchronous online section, hover over the same time block and click to add the pattern.

Section 01 meeting pattern displayed:

Click on the same block to add the meeting pattern for the synchronous online section:
Add Topic Title

To add a topic title, choose an existing topic title from the dropdown list or to add a new topic title.

To add a new topic title, scroll to the bottom of the Title/Topic list and choose Other...

Enter the topic title in all caps and click OK (30-character limit is enforced)
Link To Sections

When scheduling a multi-component class, you will have the option to link the secondary component to a primary component. Primary components will appear in the Link To field dropdown. You can choose to link the secondary component to a specific primary component or to any enrollment section.

- **Link to specific primary component:** The secondary component (e.g., lab, discussion) is the enrollment component. Students choose the secondary component on the schedule and auto-enroll into the primary component.
  
  **NOTE:** Permission numbers are associated with the secondary component.

- **Link to any enrollment section:** The primary component will be the enrollment component. Students will choose the primary component and then one of the available secondary components.

  **NOTE:** Permission numbers are associated with the primary component.

The dropdown will show all available primary components and the *Any enrollment section* option.

You can link some secondary components to specific primary components and others to any enrollment section. Sections linked to a specific primary component will appear indented under the primary component on the main schedule view. Sections linked to any enrollment section will appear as standalone sections.
Add Instructor

The default instructor on each section is Departmental Staff (0399180). To add an instructor, click the blue pencil icon to add the instructor(s).

Next, click into the Staff, Departmental listing and follow the instructions below.

(a) Enter the EMPLID in the search box.
(b) If the instructor is not found, click Other... and search again.
(c) Click Accept to add the instructor.
(d) If the instructor is not found, submit the New Instructor Request form at https://registrar.duke.edu/forms/new-instructoradvisor-request-form. Once the request is processed, the instructor will appear in the dropdown list the following day.
(e) To add more instructors, click the green plus icon in the top right of the window.

Note that at least one primary instructor must be assigned to each section with approve access.
Add Meeting Patterns

To add a meeting pattern, click **Does Not Meet** under the Schedule section.

Under the Patterns dropdown is a list of standard meeting patterns. Select one and then hover over the calendar and see possible pre-defined meeting times for the default meeting pattern. Pre-defined meeting patterns are listed in the table below.

<table>
<thead>
<tr>
<th>1 Day/Week - 150 min. (M/T/W/TH/F/SA/S)</th>
<th>1 Day/Week - 150 min. (M/T/W/TH/F/SA/S)</th>
<th>2 Days/Week - 75 min. (MW/MF/WF/TTH)</th>
<th>3 Days/Week - 50 min. (MWF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM-11:00AM</td>
<td>8:30AM-9:45AM</td>
<td>8:30AM-9:45AM</td>
<td>8:30AM-9:20AM</td>
</tr>
<tr>
<td>10:15AM-12:45PM</td>
<td>10:15AM-11:30AM</td>
<td>10:15AM-11:30AM</td>
<td>10:15AM-11:05AM</td>
</tr>
<tr>
<td>12:00PM-2:30PM</td>
<td>12:00PM-1:15PM</td>
<td>12:00PM-1:15PM</td>
<td>12:00PM-12:50PM</td>
</tr>
<tr>
<td>1:45PM-4:15PM</td>
<td>1:45PM-3:00PM</td>
<td>1:45PM-3:00PM</td>
<td>1:45PM-2:35PM</td>
</tr>
<tr>
<td>3:30PM-6:00PM</td>
<td>3:30PM-4:45PM</td>
<td>3:30PM-4:45PM</td>
<td>3:30PM-4:20PM</td>
</tr>
<tr>
<td>5:15PM-7:45PM</td>
<td>5:15PM-6:30PM</td>
<td>5:15PM-6:30PM</td>
<td>5:15PM-6:05PM</td>
</tr>
<tr>
<td>7:00PM-9:30PM</td>
<td>7:00PM-8:15PM</td>
<td>7:00PM-8:15PM</td>
<td>7:00PM-7:50PM</td>
</tr>
</tbody>
</table>

Revised 10/7/2020
The naming convention for meeting patterns in the dropdown is as follows:

**XMP- 2x wk- 75 min- MW**

Standard Times

To choose a time for a class that meets Monday and Wednesday, select **XMP- 2x wk- 75 min- MW**.

Hover over the calendar to see possible meetings.
Click one of the gray blocks to assign the time. An assigned meeting block will turn green.

**Non-Standard Times**

To assign a non-standard time, enter the meeting pattern in the **Meeting Pattern Name** text box at the bottom of the **Patterns** dropdown.

**Note:** Meeting patterns must be formatted as follows:
- Day initial, space, start time, dash, end time. For instance, to propose meeting Monday and Thursday 8:00 am to 4:00 pm, enter "MTH 8:00am-4:00pm".
  - Day of the week initials are: M, T, W, TH, F, SA, S (Days of the week are case sensitive.)
  - If AM or PM is not entered, CLSS assumes AM. (AM and PM are not case sensitive.)
  - When entering minutes, :00 is not required when scheduling on the hour.
  - The field accepts military time.

Example: MW 1:45PM-3:00PM can be entered as:
  - MW 1:45PM-3:00PM or MW 1:45pm-3:00pm or MW 1:45pm-3pm
  - MW 13:45-15:00 or MW 1345-1500 or MW 1345-15

Click **Add** to place the pattern on the snapper.
Save Meeting Pattern

Once a meeting pattern has been assigned, click **Accept** to save it. Do not click the X in the top right to close the window or your assignment will be lost.

After clicking **Accept**, the saved meeting pattern will appear under the **Schedule** section. Click **Save Section** to save your changes.
Multiple Meeting Patterns

To assign multiple meeting patterns, assign one pattern, then click the Meetings button in the bottom left of the snapper grid.

The assigned meeting pattern will be listed. Click the green plus in the top right to add another meeting pattern.
In the pop-up window, select the room and set custom dates if needed. You will not be able to set the meeting pattern yet. That pattern will be set on the snapper grid.

**Room assignment:**
- **General Assignment** for in-person sections
- **Online Course (9999)** for online sections

**Dates:**
- Defaults to regular session dates
- To add custom dates, click the dropdown and select **Custom**.

**Meeting Details**
- Adjust start and end date as needed and click **Accept**.

**Meeting Pattern**
Once accepted, the new meeting pattern will appear on a new line in the pattern list. Select it to assign a time on the grid. Selecting the new meeting pattern will gray out existing meeting patterns on the grid.
Assign a pattern and click Accept.

The new meeting pattern will appear under the Schedule section. Click Save Section to save your changes.
Add Room Attributes

To add room attributes, click the blue pencil to the right of Room Attributes. A maximum of three attributes may be added.

Click the green plus icon on the right of the window to add an attribute.

Select an attribute from the dropdown list.

To add more attributes, click the green plus icon again. Up to three attributes may be added. Delete attributes using the trash can icon. When all attributes have been added, click Accept.
Comments to Registrar

Use the Comments to Registrar field to communicate anything you are unable to complete in the form fields. Examples include:

- Course Request ID # – If a course request has been submitted for the course, include the ID number so the Registrar’s Office can track the request.
- Reserve cap requests
- Request for non-owned classroom
- Paired class requests – provide the information of the paired section
- Clarify meeting pattern if needed

Revised 10/7/2020