



Office of Registration & Records

**CLSS Instruction Guide
for Schedulers**

Updated November 2024


Proprietary and Confidential

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1.0 Getting Started

This User Instruction Guide provides information for Schedulers using CLSS to schedule course sections.

The guide is organized around processes, and provides step-by-step instructions. It will be most effective if you have it open while using CLSS. In addition to this guide, when using CLSS, click on the grey question mark  wherever it appears for Leepfrog provided instructions and videos. Instructions provided by Leepfrog are generic and not NDSU specific.

1.1 Where and How to Login

1. Navigate to the CLSS webpage <http://nextcatalog.ndsu.edu/wen/>
2. To login, use your NDSU login and password. You do not need the @ndsu.edu

Having trouble logging in? Contact the Scheduling staff in the Office of Registration and Records at ndsu.rr.scheduling@ndsu.edu.

1.2 Important Terms

- **Section:** A particular course at a specific time, place and instructor. Sections are also referred to as classes or offerings.
- **Scheduling Unit:** A group of courses that are scheduled together by the same department and organized by subject code.
- **Instance:** A term, e.g. Fall Semester 2024, Spring Semester 2025. 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, it will stay within CLSS. Only when the 'Validate' button is clicked and the errors corrected, will changes be validated and sent through workflow for further review and approval.
 - **Refine:** Any change made to the schedule that is saved 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 to be exported from CLSS into Campus Connection.
- **Phases:** Periods of time during the scheduling process. Rules will determine what and when items can be changed by the department scheduler. Please see Academic Production Calendar for more details.

Phase	Design/Refine?	What Happens?
Plan I	DESIGN	Departments put their initial schedule together: assign faculty, set enrollment, wait-list caps, meeting patterns and time; determine cross & dual-listings; request room assignment. Can create, update and delete sections. When you have completed all updates to your scheduling unit, click "validate", correct any errors, validate again if needed to send through the workflow.
Room Assignment	N/A	CLSS is closed for editing as course sections are assigned rooms.
Plan II	REFINE	CLSS is re-opened. Schedulers review course section information and make any needed changes on a course by course basis. These changes will go directly into Campus Connection once approved in workflow.
Publish	REFINE	Information in CLSS is published for students to see in Campus Connection. This means certain changes will now need to go through a workflow. Can't delete sections.
Registration	REFINE	Changes to existing sections are limited to editing enrollment caps, updating instructors. The changes will go directly into Campus Connection once approved in workflow.
Locked		CLSS is locked for any changes.
Archive	N/A	After a term's Census date. All scheduling changes cease in CLSS. This phase indicates the end of the scheduling cycle.

- **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 are 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.
- **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:** When a schedule builder is completely finished entering schedule data for a term, they indicate they are done by validating their schedule. During validation, CLSS will check for errors, and prompt the schedule builder to fix before they can submit their completed schedule.

2.0 View Department Schedule and Course Offerings

CourseLeaf/CLSS – Instances

Philip Hunt ? Log Out

Hello NDSU Course Section Schedulers and welcome to Courseleaf CLSS. Please be sure to reference the NDSU CLSS Training Guide and the NDSU Course Scheduling Compliance Manual. If you require further assistance, please contact the Scheduling Team in Registration and Records at ndsu.rr.scheduling@ndsu.edu.

Historical

2018-2019
2019 Summer

2019-2020
2019 Fall
2020 Spring
2020 Summer

Current

2021-2022
2021 Fall
2022 Spring
2022 Summer

Future

2022-2023
2022 Fall
2023 Spring

Step 1: Select the instance you want to use to create a course section.

2020-2021
2020 Fall
2021 Spring
2021 Summer

CourseLeaf/CLSS – 2023 Spring – Plan Phase

Step 2: Confirm the Phase.

99 Scheduling Units

0 Courses 0 Sections

Visualize Filter Search

ID	Name	Courses	Sections
ACCT	Accounting	0	0
AS	Aerospace Studies	0	0
ABEN	Ag and Biosystems Engineering	0	0
AGEC	Agricultural Economics	0	0
ASM	Agricultural Systems Mgmt	0	0
AGRI	Agriculture	0	0
ANSC	Animal Science	0	0
ANTH	Anthropology	0	0
ADHM	Apparel Design & Hospitality Mgmt	0	0

Step 3: Double click on the scheduling unit you want to view or edit.

Note: The scheduling unit screen provides a list of courses and sections assigned to a scheduling unit, or department, and is used to add, edit or remove sections from a course.

Expand All Field Elements

Condense All Field Elements

CourseLeaf/CLSS – 2023 Spring – Accounting and Management Information Systems

admin2 ? Log Out

34 Courses, 52 Sections

Plan Phase Refine Mode

View By Validate Bridge Tools Visualize Filter Framer Export

☐ Show courses with no sections

Hello NDSU Team! Welcome to your site! For more information on how to use command states, visit [here/wiki/Markdown-Cheatsheet](https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet)

Investigate to this site: <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

ACCT 102 – Fundamentals of Accounting

ACCT 200 – Elements of Accounting I

01	LEC	DiFiore, Lindsey	TTh 1pm-2:15pm
02	LEC	Staff	TTh 10am-11:15am
03	LEC	Dowdell, Thomas	MW 1pm-2:15pm
04	LEC	Mansouri, Nancy	Does Not Meet
05	LEC	Mansouri, Nancy	Does Not Meet

ACCT 201 – Elements of Accounting II

ACCT 311 – Intermediate Accounting I

ACCT 312 – Intermediate Accounting II

- View By - view sections by course, instructor, or day and time
- Expand All Arrows - view all sections
- Collapse All Arrows - hide all sections
- Plus Button + - Add Section
- X Button - Delete Section

Cross-listed sections will be indicated with a See or Also indicator to the far right of the section

2.1 View by Instructor

CourseLeaf/CLSS – 2022 Spring – Accounting and Management Informati...

34 Courses, 52 Sections Plan Phase Refine Mode

Hello NDSU Team! Welcome to your site! For more information on how to use command staten here/wiki/Markdown-Cheatsheet

View By ▾ Validate Bridge Tools Visualize

- Course
- ✓ Instructor
- Day and Time
- Room

> Clifton, James

Dhingra, Neeraj
DiFiore, Lindsey
Dowdell, Thomas
Emerson, Nancy
Ezekwem, Kenekwaku
Goossens, Allison
Hong, Yongtao
Huang, Huichi
Mansouri, Nancy
Matter, Jonathan
Pengnate, Fone
Petersen, Michael
Riggins, Fred

2.2 View by Day and Time

CourseLeaf/CLSS – 2022 Spring – Accounting and Management Informati...

34 Courses, 52 Sections Plan Phase Refine Mode

Hello NDSU Team! Welcome to your site! For more information on how to use command staten here/wiki/Markdown-Cheatsheet

View By ▾ Validate Bridge Tools Visualize

- Course
- Instructor
- ✓ Day and Time
- Room

> Monday

Tuesday

Wednesday

Thursday

Friday

2.3 Export current view to PDF or CSV

CourseLeaf/CLSS – 2022 Spring – Accounting

admin2 Log Out

24 Courses, 37 Sections Plan Phase Design Mode

View By ▾ Validate Bridge Tools Visualize Filter Framer Export ▾

Excel File (.csv)
PDF File (.pdf)

Show

Hello NDSU Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site: <https://github.com/ada> here/wiki/Markdown-Cheatsheet

ACCT 102 – Fundamentals of Accounting				✕	+
01	LEC	Petersen, Michael	MW 11:30am-12:45pm		
ACCT 200 – Elements of Accounting I				✕	+
01	LEC	DiFiore, Lindsey	TTh 1pm-2:15pm		
02	LEC	Staff	TTh 10am-11:15am		
03	LEC	Dowdell, Thomas	MW 1pm-2:15pm		
04	LEC	Mansouri, Nancy	Does Not Meet		
05	LEC	Mansouri, Nancy	Does Not Meet		
06	LEC	Petersen, Michael +1	MW 8:30am-9:45am		
ACCT 201 – Elements of Accounting II				✕	+
01	LEC	Huang, Huichi	Does Not Meet		
02	LEC	Zuber, Jill	MW 11:30am-12:45pm		
03	LEC	Zuber, Jill	MW 10am-11:15am		

3.0 Adding a New Section/Editing a Section

ID	Name	Courses	Sections
ACCT	Accounting	0	0
AS	Aerospace Studies	0	0
ABEN	Ag and Biosystems Engineering	0	0
AGEC	Agricultural Economics	0	0
ASM	Agricultural Systems Mgmt	0	0
AGRI	Agriculture	0	0
ANSC	Animal Science	0	0
ANTH	Anthropology	0	0
ADHM	Apparel Design & Hospitality Mgmt	0	0

Step 1: Double click on the scheduling unit you want to view or edit.

ACCT 200 - Elements of Accounting I

01	LEC	DiFiore, Lindsey	TTh 1pm-2:15pm
02	LEC	Staff	TTh 10am-11:15am
03	LEC	Dowdell, Thomas	MW 1pm-2:15pm
04	LEC	Mansouri, Nancy	Does Not Meet
05	LEC	Mansouri, Nancy	Does Not Meet

Step 2: Click the green "+" icon.

Create Section -- ACCT 200: Elements of Accounting I

2022 Spring, ACCTMIS

Section Information

Title/Topic: Elements of Accounting I (Default Value)

Section #: 06

Location: North Dakota State University

Inst. Mode: On Campus Face to Face

Gen Ed Dsgn: (None Assigned)

Component: Lecture

Cross&Dual Lis...: Select section...

Session: Regular Academic Session (1/10/22 to 5/)

Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Credits/Units: 3

Status: Active

Consent: No Add Consent; No Drop Consent Requ

Grading Basis: Graded

Course Attributes

ND Common Course Number: Accounting Common Course

Instructor: Staff

Room: No Room Requested

Schedule: Does Not Meet

Enrollment: 0 current

Maximum: Wait Cap: 0

Notes (Visible to Students): None Assigned

Notes to Registration and Records

Bridge Tools

Cancel Save Section

Step 3: Review all fields for accuracy and update as appropriate.

3.1 Edit Section Field Explanation

	What	Notes
	Title/Topic	This is a default value from the catalog in Campus Connection and cannot be edited. Topics for uniform course numbers must be listed in the "Notes to Registration and Records field."
	Section	The section number will default to the next available number.
	Credit Hours	If this box is grayed out, the credits are the default number from catalog in Campus Connection. If it is a variable credit course, you will see a min and a max box to update. You will have to select the exact credit to save your updates.
	Status	This is the status of the section. All sections should be active for students to see before the schedule goes live. Tentative sections are not viewable to students and are not open for enrollment, but are created just in case that section is needed. Canceled sections should be switched to active before the schedule goes live. After the schedule is published, courses that may need to be canceled will initiate a workflow for approval.
	Component	This is how the course is offered (LEC, LAB, RSC, IND, PRA ,COP) and is a default from the catalog in Campus Connection.
	Cross & Dual list With	This refers to which course the section is cross-listed or dual-listed with. You can enter a course to cross-list or dual-list in the drop-down. For 400-600 dual listings, enter the 400 level course into the 600 level so the 400 will control the pair. For cross listed, enter the parent (controlling course) into the child course section.
	Session	This indicates which session the section occurs in. Default is "Regular Academic Session." To change, choose a different session from the drop-down menu. The corresponding session dates will be listed. Changing a session after enrollment, requires Dean and Provost's Office approval.
	Location	This indicates the campus and location of the course. Most course locations including downtown Fargo are North Dakota State University (main campus) with the exceptions listed in the drop-down. If you have questions about campus and location, please contact Registration and Records.
	Inst. Mode	This relates to the course delivery mode (face-to-face, on-line, hybrid, etc.), and may dictate fees for the students.
	Consent	The default pulls from the Course Catalog here. If department consent is a pre-requisite for the course, removing consent will initiate a workflow. If department consent is not a pre-requisite and you wish to add it to a specific section, no approvals are required.
	Grading Basis	The default pulls from the Course Catalog and cannot be changed in CLSS on existing sections. Only grading bases approved through the curriculum process when the course was created should be used.

Course Attributes	These attributes pull from the catalog in Campus Connection and cannot be updated in CLSS. They are there for informational purposes only. If something is incorrect, please contact Registration and Records.
Instructor	The instructor field should include any instructors listed in your subject. At the very bottom of the drop down, there is the choice of "staff." This can be selected to fill in a name that is not available in the drop down or if you are unsure of the instructor assignment. When doing so, this will assign that instructor to the course. Multiple instructors may be listed for each course section. The instructor with the BLUE STAR to the left of their name is the primary instructor in CLSS and will show the conflicts on the Snapper screen. Please contact Registration and Records if you have any questions.
Room	Select your room assignment option. Choose "Registrar Assigned Room" if you wish for Registration & Records to assign you a room. If this is an on-line course, select "NDSU Online"; select "No Room Requested" if the course is a field experience, co-op, or practicum or if you are using a department controlled space. Please note the building and room number of the department controlled space in the notes to Registration & Records.
Room Attributes	Click on the pencil icon to add a room attribute. The options are limited to seating style as the majority of classrooms have been upgrading with the needed technology. Registration and Records will do our best to meet requests, due to limited classroom space on campus, we cannot guarantee requests can be granted.
Schedule	This dictates the meeting pattern for the course. Clicking on the existing meeting pattern or the words "does not meet" will take you to the Schedule Snapper Tool .
Enrollment	<p>Maximum – The maximum number of students who should be able to register for the course.</p> <p>Wait Cap – Enter the same number as the max enrollment to indicate that there is a waitlist for students to be placed on, or place themselves on, in the event that the seats in the course are full. We want to be able to monitor the demand for the course and those trying to enroll by utilizing the waitlist.</p> <p>Cross&Dual list Cap –The sum of all combined course section caps. Only appears if a course is cross or dual listed.</p>
Notes to Students	This field is for template or free-format notes containing information that is necessary to relay to students upon registration. This field is not for internal notes. The free-format should be used rarely and is not to be used to repeat course requisites.
Notes to Registration and Records	The comments box is for departments to communicate with Registration and Records. This includes special information or insight regarding the course and information on combined sections, etc. Only the Registration and Records can view what is entered into this box.

3.2 Cross-listing and Dual-listing (combining sections)

CLSS refers to combined section relationship as "parent" (primary section) and "child" (secondary section). Only children can be combined with a parent. 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).

> ACCT 621 – Auditing I

01	LEC	Thompson, Rachel	MW 8:30am-9:45am
02	LEC	Staff	MWF 11am-11:50am

Step 1: Double click on the section that will be the child in the combination relationship.

Edit Section – ACCT 621-02: Auditing I (SIS ID: NEW; CLSS ID: 3821)

2022 Spring, ACCT

Section Information

Title/Topic: Auditing I (Default Value) Session: Regular Academic Session (1/10/22 to 5/)

Section #: 02 Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Location: North Dakota State University Credits/Units: 3

Inst. Mode: On Campus Face to Face Status: Active

Consent: No Add Consent; No Drop Consent Requ Component: Lecture

Grading Basis: Graded

Cross&Dual Lis... Select section...

Course Attrib

acct 421

ACCT 421-01 (Lecture)

ACCT 421-05 (Lecture)

Instructor Thompson, Rachel

Room Registrar Assigned Room

Room Features None Selected

Enrollment 0 current

Maximum: 15 Wait Cap: 5

Notes (Visible to Students) None Assigned

Notes to Registration and Records

Step 2: Click the "Cross&Dual-listing" field.

Step 3: Type in the Course Code you'd like to combine and then select it in the dropdown. Then hit "Save."

Note: Once the combination is saved, the parent section's faculty, room, and meeting time information will immediately replace the child section.

Note: After the section is officially combined, the "cross&dual-listed" field will appear.

Edit Section – ACCT 421-05: Auditing I (SIS ID: NEW; CLSS ID: 3822)
+ ? X

Section Information
2022 Spring, ACCT

Title/Topic

Section #

Location

Inst. Mode

Consent

Grading Basis

Session

Custom Dates to

Credits/Units

Status

Component

Cross&Dual Lis... ACCT 621-02

Course Attributes
None Assigned

Note: The results of the combination can also be viewed on the Course screen as shown below.

ACCT 421 – Auditing I				
01	LEC	Thompson, Rachel	MW 8:30am-9:45am	
02	LEC	Thompson, Rachel	MW 8:30am-9:45am	
03	LEC	Thompson, Rachel	MW 8:30am-9:45am	
04	LEC	Thompson, Rachel	MW 8:30am-9:45am	
05	LEC	Staff	MWF 11am-11:50am	

Note: "See" indicates a Child/Secondary

The combined sections can be seen on the course screen

Note: "Also" indicates a Parent/Primary

See ACCT 621-01

See ACCT 621-01

See ACCT 621-01

Also ACCT 621-02

3.3 Notes to Students

The Notes to Students fields is used to make notes that will be visible to students on-line during registration. Notes should **only** include pertinent information students need to know about a particular section. If you have a standard note to add that is part of our note numbering system, please enter the number of the note you wish to add in the search box or double click the note you want in the drop-down. Notes (to Students) listed in [Note Numbers for CLSS](#), have defaulted text and cannot be changed. Free format notes can be entered, but should be clear, concise, and free from errors for the students. Be sure to select "Accept" to save any changes. **Failure to follow these guidelines may result in the section not being setup or noted appropriately.**

Edit Section – ACCT 618-01: Tax Accounting I (SIS ID: 11485; CLSS ID: 1185)

Section Information

Title/Topic: Tax Accounting I (Default Value) | Session: Regular Academic Session (1/10/22 to 5/10/22)

Section #: 01 | Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Location: North Dakota State University | Credits/Units: 3

Inst. Mode: On Campus Face to Face | Status: Active

Consent: Department Add Consent; No Drop Consent | Component: Lecture

Grading Basis: Graded | Cross&Dual Lis...: Select section...

Course Attributes: None Assigned

Instructor: Clifton, James | Room: Barry Hall, Rm 368 (40) | Schedule: MW 4pm-5:15pm

Enrollment: Maximum 5, Wait Cap 0, 0 current | Notes (Visible to Students): 1. Permission of MAcc Director is required to register for this class.

Notes to Registration and Records

Notes (Visible to Students)

Search: []

Add Your Own Note

0206 - Students not attending any first week meeting of a lab may be dropped

0403 - Hours Arranged

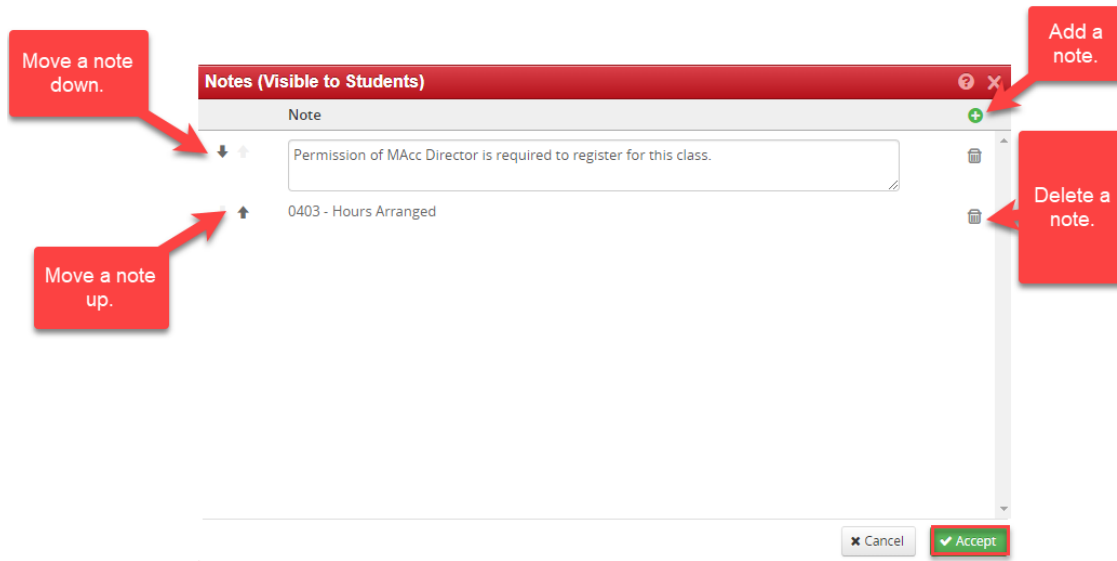
0406 - Online Asynchronous: Online instruction occurring independent of time or location. Students will be contacted at their @ndsu.edu email accounts by the instructor during or by the first week of classes.

0416 - Plus Hours Arranged

0456 - Hybrid/Blended: A form of instruction that includes students from different locations and/or environments (face-to-face, online, IVN, etc.) for synchronous and/or asynchronous instruction.

Cancel Accept

Note: Pre-existing notes already assigned to a course may be edited if necessary. You may need to scroll to view them all. You may add, delete or re-arrange notes as shown. Be sure to select "Accept" to save any changes.



3.3.1 Codes for Notes to Students

0069 - \$50 course fee

0150 - This course is managed by the Career & Advising Center's Internship Program. Students eligible for this course must begin the registration process with the Career & Advising Center by submitting their internship record to the "Internship Program Registration Portal." For more information go to: <https://career-advising.ndsu.edu>

0406 - Online Asynchronous: Online instruction occurring independent of time or location. Students will be contacted at their @ndsu.edu email accounts by the instructor during or by the first week of classes.

0416 - Plus Hours Arranged

0456 - Hybrid/Blended: A form of instruction that includes students from different locations and/or environments

3.4 Notes to Registration and Records

Please keep this section brief. Notes in this section should only include information for the Registration and Records Office to make the necessary arrangements for the course section (i.e. the room number and building of the department controlled space for your course or the sub-topic title for special topics, individual studies, field experience, internships, or undergrad research) . Information from Notes (to Students) should never appear in Comments (to Registrar). Although we greatly appreciate them, there isn't a need for please and thank you; simply write your requests and we will do our best to accommodate them. **Failure to follow these guidelines may result in the section not being setup or adjusted appropriately.**

3.5 Schedule Snapper

The schedule snapper allows you to "snap" a course onto a defined course meeting time.

3.5.1 Schedule Snapper Basics - Updating "Does Not Meet"

Edit Section - ACCT 200-04: Elements of Accounting I (SIS ID: 12285; CLSS ID: 76)

2022 Spring, ACCT

Section Information

Title/Topic: Elements of Accounting I (Default Value) Session: Regular Academic Session (1/10/22 to 5/

Section #: 04 Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Location: North Dakota State University Credits/Units: 3

Inst. Mode: Online Asynchronous Status: Active

Consent: No Add Consent; No Drop Consent Requ Component: Lecture

Grading Basis: Graded Cross&Dual Lis...: Select section...

Course Attributes

ND Common Course Number: Accounting Common Course

Instructor Mansouri, Nancy **Room** NDSU Online (9999)

Schedule Does Not Meet

Enrollment 53 current

Maximum: 55 Wait Cap: 55

Notes (Visible to Students)

1. 0406 - Online Asynchronous: Online instruction occurring independent of time or location. Students will be contacted at their @ndsu.edu email accounts by the instructor during or by the first week of classes.

Notes to Registration and Records

Bridge Tools Cancel Save Section

Step 1: Click "Does Not Meet" to change to a standard meeting pattern.

Patterns ACCT 200-04 LEC LEC 01 LEC 02

- ✓ MP Barry Hall 150mins 1x wk M-T-W-Th-F
- MP Barry Hall 180mins 1x wk M-T-W-Th
- MP Barry Hall 210mins 1x wk M-T-W-Th
- MP Barry Hall 75mins 2x wk MW-TTh-WF
- MP LAB 50mins 1x wk M-T-W-Th-F
- MP 50mins 2x wk MW-WF
- MP 50mins 2x wk MF-TTh
- MP 50mins 3x wk MWF
- MP 75mins 2x wk MW-WF
- MP 75mins 2x wk TTh Main Campus
- MP 110mins 1x wk M-T-W-Th-F
- MP 110mins 2x wk MW-WF
- MP 110mins 3x wk MWF 8 Week
- MP 150mins 1x wk M-T-W-Th
- MP Evening 120mins 1x wk M-T-W-Th
- MP Evening 150mins 1x wk M-T-W-Th
- MP Evening 180mins 1x wk M-T-W-Th
- MP Evening 240mins 1x wk M-T-W-Th
- User Defined

Meeting Pattern Name Add

Step 2: Click to open up drop-down of meeting patterns.

Step 3: Select the appropriate meeting pattern from the list.

3.5.2 Schedule Snapper Basics - Updating Meeting Pattern

Edit Section – ACCT 200-01: Elements of Accounting I (SIS ID: 10561; CLSS ID: 73)

2022 Spring, ACCT

Section Information

Title/Topic: Elements of Accounting I (Default Value)

Section #: 01

Location: North Dakota State University

Inst. Mode: On Campus Face to Face

Consent: No Add Consent; No Drop Consent Requ

Grading Basis: Graded

Session: Regular Academic Session (1/10/22 to 5/)

Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Credits/Units: 3

Status: Active

Component: Lecture

Cross&Dual Lis...: Select section...

Course Attributes

ND Common Course Number: Accounting Common Course

Schedule

TTh 1pm-2:15pm

Instructor

DiFiore, Lindsey

Room

Barry Hall, Rm 262 (60)

Enrollment

48 current

Maximum: 60

Wait Cap: 60

Notes (Visible to Students)

None Assigned

Notes to Registration and Records

Bridge Tools

Step 2: Click to open up drop-down of meeting patterns.

Step 3: Select the appropriate meeting pattern from the list.

Patterns

ACCT 200-04 LEC LEC 01 LEC 02

- MP Barry Hall 150mins 1x wk M-T-W-Th-F
- MP Barry Hall 180mins 1x wk M-T-W-Th
- MP Barry Hall 210mins 1x wk M-T-W-Th
- MP Barry Hall 75mins 2x wk MW-TTh-WF
- MP LAB 50mins 1x wk M-T-W-Th-F
- MP 50mins 2x wk MW-WF
- MP 50mins 2x wk MF-TTh
- MP 50mins 3x wk MWF
- MP 75mins 2x wk MW-WF
- MP 75mins 2x wk TTh Main Campus
- MP 110mins 1x wk M-T-W-Th-F
- MP 110mins 2x wk MW-WF
- MP 110mins 3x wk MWF 8 Week
- MP 150mins 1x wk M-T-W-Th
- MP Evening 120mins 1x wk M-T-W-Th
- MP Evening 150mins 1x wk M-T-W-Th
- MP Evening 180mins 1x wk M-T-W-Th
- MP Evening 240mins 1x wk M-T-W-Th
- User Defined

Meeting Pattern Name

Note: The section will be highlighted in green when the meeting pattern is selected and click "save."

Scheduling – ACCT 200-01: Elements of Accounting I (SIS ID: 10561; CLSS ID: 73)

Days Patterns ACCT 200-01 LEC LEC 02 LEC 03 LEC 06

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am	ACCT 200-06 LEC		ACCT 200-06 LEC		
10am		ACCT 200-02 LEC		ACCT 200-02 LEC	
11am					
12pm					
1pm	ACCT 200-03 LEC	A. ACCT 200-01 LEC 1p-2:15p	ACCT 200-03 LEC	A. ACCT 200-01 LEC 1p-2:15p	
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Red Bars indicate when the instructor is already scheduled to teach a course section.

3.5.3 Schedule Snapper - Viewing Additional Course Sections

Scheduling – ACCT 200-01: Elements of Accounting I (SIS ID: 10561; CLSS ID: 73)

Days ▾ Patterns ▾ ACCT 200-01 LEC LEC 02 LEC 03 LEC 06

Monday Tuesday Wednesday Thursday Friday

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm

ACCT 200-06 LEC

ACCT 200-02 LEC

ACCT 200-03 LEC

A. ACCT 200-01 LEC 1p – 2:15p

ACCT 200-06 LEC

ACCT 200-02 LEC

ACCT 200-03 LEC

A. ACCT 200-01 LEC 1p – 2:15p

Step 1: Click the "+" to see additional courses in the schedule snapper.

Note: Click on sections boxes to show or hide.

Meetings

Cancel Accept

Note: DO NOT check the "permanent" box unless you want the course(s) you input to ALWAYS show up whenever you go to the snapper. We cannot remove them!

Scheduling – ACCT 200-01: Elements of Accounting I (SIS ID: 10561; CLSS ID: 73)

Days ▾ Patterns ▾ ACCT 200-01 LEC LEC 02 LEC 03 LEC 06

Course Code ☐ Permanent Add

Monday Tuesday Wednesday Thursday Friday

8am
9am

ACCT 200-06 LEC

ACCT 200-06 LEC

Step 2: Type in the course prefix and number, then click "Add". The schedule for all sections in that course will appear in the snapper.

3.5.4 Schedule Snapper - Sections with More Than One Meeting Pattern.

Scheduling – ACCT 200-01: Elements of Accounting I (SIS ID: 10561; CLSS ID: 73)

Days: Monday Tuesday Wednesday Thursday Friday

Patterns: ACCT 200-01 LEC LEC 02 LEC 03 LEC 06

Course Code: Permanent ☐ Add

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am	ACCT 200-06 LEC		ACCT 200-06 LEC		
9am					
10am		ACCT 200-02 LEC		ACCT 200-02 LEC	
11am					
12pm					
1pm	ACCT 200-03 LEC	A. ACCT 200-01 LEC 1p – 2:15p	ACCT 200-03 LEC	A. ACCT 200-01 LEC 1p – 2:15p	
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Step 1: To add another meeting pattern to a course section, click "meeting."

Meetings

Cancel Accept

Pattern Room

A. TTh 1pm-2:15pm Barry Hall, Rm 262 (60)

Step 2: Click the "+" icon.

Meeting Details

Pattern: Does Not Meet

Room: No Room Requested

Step 3: Select Room from the drop-down. Click "Save."

Cancel Accept

Pattern Room

A. TTh 1pm-2:15pm Barry Hall, Rm 262 (60)

B. Does Not Meet Registrar Assigned Room

Step 4: To assign a meeting pattern to the additional meeting time, select it and go back to the Snapper to assign a meeting pattern.

Step 5: To edit, select the meeting pattern then choose the pen icon. To delete, click the trash icon.

3.5.5 Multiple Meeting Patterns

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

- a. Hybrid sections that may meet in-person and online.
- b. Sections that meet in different rooms on different days.
- c. Sections that meet at different times on different days.

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' drop-down to assign times to the secondary meeting pattern you created. Repeat as needed.
6. Once the additional meeting patterns are created, you must either default to the rolled-over room or indicate that the additional meeting(s) need a registrar assigned 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. Request your room assignment
 - iv. Once you've entered all additional meeting patterns, and requested a room, you may close out of the Snapper

4.0 Validating

In the Course screen, validating runs all relevant rules on all of a scheduling unit's sections for a particular term. Only after you have resolved **all** errors on your unit will you be able to transition your scheduling unit to workflow for approval. You must click "Start Workflow" to send your unit through for approval. Simply saving your unit after validation will not progress your unit for approval, it only allows you to save and come back to make additional edits at a later time. You can click Validate multiple times to resolve errors until the Start Workflow button appears. Once your unit has transitioned to Refine Mode, saving your changes automatically update your section information in Campus Connection.

Step 1: Click "Validate" from the Course Screen.

The interface shows a toolbar with buttons: View By, **Validate**, Bridge Tools, Visualize, Filter, Framer, and Export. Below the toolbar, a window titled "Validating Scheduling Unit" displays the results of a rule validation.

Rule Validation Complete

Total: 46 Complete: 46 Passed: 32 Failed: 14

Step 2: Click on blue text to pull up a list of sections that have an error, warning, or workflow indicator.

Step 3: Resolve all errors that have this symbol.

Note: Can export to Excel.

Note: Clicking these icons takes you directly to the sections that triggered the notification to make changes.

Step 4: Click "Start Workflow" to send your courses for approval.




The validation results list includes:

- 48. Efficient distribution of scheduled classes. Please follow the distribution of classes percentages.
 - 48i. Starts in 8-9 - must have > or = 15% of their scheduled sections. - 7.4% (2/27)
 - 48ii. Starts in 9-10 - must have < or = 10% of their scheduled sections. - 3.7% (1/27)
 - 48iii. Starts in 10-11 - must have < or = 10% of their scheduled sections. - 33.3% (9/27)
 - 48iv. Starts in 11-12 - must have < or = 10% of their scheduled sections. - 3.7% (1/27)
 - 48v. Starts in 12-1 - must have < or = 10% of their scheduled sections. - 22.2% (6/27)
 - 48vi. Starts in 1-2 - must have < or = 10% of their scheduled sections. - 0.0% (0/27)
 - 48vii. Starts in 2-4 - must have > 20% of their scheduled sections. - 33.3% (9/27)
- 45. Double-booking Room requires review.
 - 45. Double-booking Room requires review. Known exclusions include Combined Sections, No Room Requested (NO ROOM), Registrar Requested Room (-1), NDSU Online (NDSU ONLINE).
- 38. Enrollment Maximum must be < or = Actual Room Cap.
 - 1. Enrollment Maximum must be < or = Actual Room Cap.
 - 38. Enrollment Maximum must be < = Actual Room Cap.
- 50. Any comment added in Notes (Visible to Students) will be reviewed
- 51. If Instruction Mode is Hybrid/Blended Online Asynchronous Online Synchronous it will be

At the bottom of the window, there is an "Export" button and a "Start Workflow" button.

4.1 Indicators - Error, Warning, Workflow

Rules are established in CLSS to enforce university and NDUS policy as well as assist with managing the numerous course schedule changes that occur in a typical academic year. When a rule is not met, it triggers an indicator that immediately notifies the scheduler there is an issue with a section request. There are three levels of notification if a course section does not satisfy one or more rules.

- a.  **Warning:** CLSS will tell you that there is a potential error on the section. CLSS will permit you to save and continue.
- b.  **Error:** The error must be fixed before CLSS will allow you to save your work on a section.
- c.  **Workflow:** The section may be in violation of one or more rules and must be approved by the Dean, Provost, or the Registrar's Office.

IMPORTANT: While rules help catch errors, it is important to note that CLSS is a software program, and its logic is limited. This means that you may need to do investigate your entries if you receive an error that does not make sense. For example, if you have a face-to-face instruction mode on an active section, CLSS will alert you that you need to input a meeting pattern in order to save and submit. It cannot determine which kind of section you intended to set up, so it will give you a list of all the potential errors for you to sift through. If you still don't understand a rule, please contact the Registration and Records Office.



Error: Section or scheduling unit may not be saved. A rationale with possible solutions to error is given. The **Save As-Is** or **Start Workflow** buttons are not available. To save the section, correct the error then attempt to save again.



Warning: Can save, but proceed with caution. Section or Scheduling unit may be saved, but caution should be taken before completing the schedule.



Work flow: Section or scheduling unit may be saved. Further approval required before the course section is entered into Campus Connection.

5.0 Visualize - Heat Map

Step 1: Click on "Visualize" to open the heat map.

View By Validate Bridge Tools Visualize Filter Framer Export



14 Sections At This Time

Section	Location	Schedule
ENGL 110-02 LEC College Composition I Cameron, Kelly	MAIN@FARGO	MWF 1pm-1:50pm
ENGL 120-06 LEC College Composition II Williamson, SJ	MAIN@FARGO	MWF 1pm-1:50pm
ENGL 120-14 LEC College Composition II Hansen, Noah	MAIN@FARGO	MWF 1pm-1:50pm
ENGL 120-23 LEC College Composition II Sullivan, Isaac	MAIN@FARGO	MWF 1pm-1:50pm
ENGL 120-40 LEC College Composition II Willden, Clair	MAIN@FARGO	MWF 1pm-1:50pm
ENGL 213-01 LEC Literary Publications Larson, James	MAIN@FARGO	MWF 1pm-1:50pm

6.0 Using the Framer

The Framer is a useful way to compare terms.

Step 1: Click "Framer" from the Course screen.

View By ☐ Validate ☐ Bridge Tools ☐ Visualize ☐ Filter **Framer** Export

	< 2021 Summer	2021 Fall	
ACCT 102 Fundamentals of Accounting	1 LEC (60)	1 LEC (130)	1 LEC (160)
ACCT 200 Elements of Accounting I	1 LEC (45)	5 LEC (365)	6 LEC (270)
ACCT 201 Elements of Accounting II	1 LEC (52)	3 LEC (185)	5 LEC (279)
ACCT 311 Intermediate Accounting I	1 LEC (20)	1 LEC (72)	1 LEC (60)
ACCT 312 Intermediate Accounting II		1 LEC (60)	1 LEC (60)

Note: The number in parentheses indicate the section enrollment. Future terms display the section capacity.

Step 2: The Framer will open in summary view.

View ☐ Filter Export

- ✓ Summary
- Standard
- Detail
- Customize...

6.1 Framer - Customized View

Customize View ✕

Instances

☐ 2022 Spring ☐ 2021 Fall

☐ 2021 Summer ☐ 2021 Spring

Columns

2 Columns ✓

To customize view, select the instances and the number of columns you want to view. Click "Accept."

✕ Close **✓ Accept**

6.2 Framer - Detailed View

Step 1: Click View and select "Detail."

	2021 Summer	2021 Fall	
ACCT 102 Fundamentals of Accounting	01 - LEC: Mansouri, Nancy (60) Does Not Meet	01 - LEC: Petersen, Michael (130) MW 11:30am-12:45pm	01 - LEC: Petersen, Michael (130) MW 11:30am-12:45pm
ACCT 200 Elements of Accounting I	01 - LEC: Petersen, Michael (45) Does Not Meet	01 - LEC: Hong, Yongtao (60) TTh 11:30am-12:45pm 02 - LEC: Hong, Yongtao (60) TTh 1pm-2:15pm 03 - LEC: Emerson, Nancy (120) TTh 11am-12:15pm 04 - LEC: Petersen, Michael (60) MW 1pm-2:15pm 05 - LEC: Mansouri, Nancy (65) Does Not Meet	01 - LEC: DiFiore, Michael (60) TTh 1pm-2:15pm 02 - LEC: Staff (60) TTh 10am-11:15am 03 - LEC: Dowdell, Thomas (60) MW 1pm-2:15pm 04 - LEC: Mansouri, Nancy (55) Does Not Meet 05 - LEC: Mansouri, Nancy (5) Does Not Meet 06 - LEC: Petersen, Michael (30) MW 8:30am-9:45am
ACCT 201 Elements of Accounting II	01 - LEC: Emerson, Nancy (52) Does Not Meet	01 - LEC: Emerson, Nancy (65) Does Not Meet 02 - LEC: Huang, Huichi (60) TTh 2:30pm-3:45pm 03 - LEC: Huang, Huichi (60) TTh 4pm-5:15pm	01 - LEC: Huang, Huichi (55) Does Not Meet 02 - LEC: Zuber, Jill (60) MW 11:30am-12:45pm 03 - LEC: Zuber, Jill (60) MW 10am-11:15am 04 - LEC: Emerson, Nancy (99) TTh 8am-9:15am 05 - LEC: Huang, Huichi (5) Does Not Meet

7.0 Filtering and Reporting

Filtering is a powerful tool to view course sections throughout the university. The ways to use the tool are many, and you are encouraged to experiment with it.

7.1 Filtering

Navigate to **CLSS** and login. Then Choose what term you would like to pull a report in.

Historical		Current	Future
2018-2019 2019 Summer	2019-2020 2019 Fall 2020 Spring 2020 Summer	2021-2022 2021 Fall 2022 Spring 2022 Summer	2022-2023 2022 Fall 2023 Spring
2020-2021 2020 Fall 2021 Spring 2021 Summer			

Click the Filter button.

Filtering can be done on several different data points. Filters are used to drill down in the data and to create Rules.

Key words and symbols can be used individually or combined to limit and specify your search criteria. Go to CourseLeaf's Help Site for more information on how to use filters: <https://help.courseleaf.com/clss/filters/>.

7.2.1 Filter for missing instructors

Note: This report can be generated in the specific scheduling unit screen. Or in the screen last lists all scheduling units.

Filter Sections

Criteria

Codes

> Course

> Section

Scheduling Unit:

ACCT

<div>

Step 1: Enter department code(s).

<div>

Step 2: Enter "Staff"

<div>

Step 3: Click Apply

<div>

Close

Clear

Apply

7.2.2 Filter for Department Course Conflicts with another department's course

99 Scheduling Units
1,652 Courses 3,333 Sections

Visualize Filter Search

Hello NDSU Course Section Schedulers and welcome to the NDSU Course Scheduling Manual. If you require further assistance, please contact the Office of Registration and Records at nds.rr.scheduling@nds.edu.

ID	Name	Courses
ACCT	Accounting	22
AS	Aerospace Studies	7
ABEN	Ag and Biosystems Engineering	15

Validate Bridge Tools Visualize Filter Framer

Filter Sections

Criteria

Codes

> Course

<div>

Step 3: Enter your department's course code with space and*, then enter course code and course number of the other department you want to compare.

<div>

Course Code:

ACCT *, MATH 144

<div>

Course Key:

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Proprietary and Confidential

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Use in All Filter Fields:

!	Not
,	Match any of the items in the comma-separated list
=	Exact match, ignoring other special characters
?	One wild card character
*	0 or more wild card characters
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
::	Range
same	Field's value is the same as the corresponding field in another group
NUM	Numeric
ALPHA	Alphabetic
ALPHANUM	Alphanumeric

*****URLs in CLSS are stable so if you create a very complicated set of filters, save the URL. You can easily adjust the term to pull this information up again.**

8.0 Questions and CLSS Access

For access to CLSS or questions not covered by this guide, please contact the Scheduling Team in the Office of Registration and Records at ndsu.rr.scheduling@ndsu.edu

Thank You:

The Office of Registration and Records appreciates your efforts in working with us to ensure the accuracy of the course schedule and being good stewards of our resources. It is important that the course schedule continue to be leveraged to improve student success.

Appendix A: FAQ

1. In CLSS, will course sections roll from one academic year to the next?

Yes, the rolling forward of information from term to term remains the same, Fall to Fall, Spring to Spring, and Summer to Summer.

2. I need to schedule a course, but don't see it in my list. Where is it?

If the course wasn't offered during the previous like term, click the checkbox next to "Show courses with no sections," located below the toolbar ☐ **Show courses with no sections**

If it doesn't appear after clicking the check-box, contact the Office of Registration and Records.

3. I want to assign an instructor to this section, but I do not see them in the dropdown. What do I do?

If you do not see an instructor listed in your drop-down, navigate to the bottom of the list and choose other. Search by the instructor's name. If you see their name pop up, go ahead and add them. If not, please contact the Office of Registration and Records.

4. My class section needs to be scheduled in two different rooms, how do I do this?

In CLSS, you can create multiple meeting patterns in the Snapper screen.

5. The component I need is not showing in the drop-down. What do I do?

Components come over directly from the catalog in Campus Connection. If you do not see the component you need, it means the course has not been approved with that component. You will need to submit a curriculum change through UCC to update the component for a future semester.

6. An error keeps occurring that I cannot fix. What needs to be done?

If you keep receiving an error that cannot be fixed, please contact the Office of Registration and Records.

7. Why can't I see the sections I combined in CLSS in Campus Connection?

Check to make sure that you have chosen the correct component from the drop-down and try linking again. Remember, enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

8. Will CLSS notify me when my changes are approved?

No. CLSS will only send you notifications if changes you made are incorrect or not approved. However, if you have a question, you can always contact the Office of Registration and Records.

9. What should I do if I don't see the meeting pattern I want for my class?

Departments should make their best effort to fit their sections in one of the several standard meeting pattern options provided to minimize potential conflicts and bottlenecks for students. If it is determined that a non-standard meeting pattern is still needed, input that meeting pattern for review by Registration and Records.

10. How can I find out information on the features available in my assigned classroom?

Please visit <https://kb.ndsu.edu/137059> for detailed information on a specific classroom space.

11. How many course sections are allowed during certain times (i.e. primetime)?

Primetime is consider 9a-3p Monday through Friday, and dictate that no more than 50-60% of a department's sections should be held at primetime. This rule only applies to departments with more than 20 course sections.

12. How will we know when other courses are scheduled?

Similar to now, course section information relies on departments and colleges inputting their information into the system. Once those updates occur, you can see the results in CLSS.

13. How much course section information will be available in CLSS?

CLSS will have several terms of historical data. Information not housed in CLSS will remain available in Campus Connection, Monitor, and Power-Bi.

14. What kind of enrollment information will CLSS have?

Campus Connection will update CLSS nightly with enrollment information. During registration periods, you should still rely on Campus Connection for the most up-to-date enrollment figures.

15. Will CLSS automatically save your work?

No, you will need to click the save button to save your work. In Design mode, saving your work will not move it forward in the workflow. Only Validate will move it into workflow. In Refine mode, saving your work will trigger a workflow.

16. How will CLSS handle hybrid courses?

You should be able to select any Instructional Mode. You will need to make sure the Instructional Mode matches the Component. You will also need to make sure the proper fees are added to the course, and that the notes are updated to show any information about how the course meets for students to see.

17. What if we are unable to select a non-defaulted scheduling field needed for a section creation in CLSS?

If you do not see information needed to successfully create your section in any of the drop downs or boxes, please contact the Registration and Records. Please be aware that dean approval may be required for certain changes depending on the Phase. Typically, not seeing something in CLSS means R&R needs to do something on our end.

18. Who would we contact about technical issues with CLSS?

You would need to contact the Office of Registration and Records with details about the problem, and we will assist in getting it resolved.

Appendix B – CLSS Scheduling Timeline

CLSS Scheduling Timeline		
	Spring & Summer	Fall
CLSS Opens for Plan Phase 1	Early April	Early November
CLSS Plan Phase 1 Changes Due	End of June 30 th	Mid December by end of term
CLSS Closes for Room Assignments	End of June through August 1 st	Mid December through January 30 th
CLSS Re-opens for Plan Phase 2	Early August	Early February
CLSS Plan Phase 2 Changes Due*	By August 30 th	By February 28 th
Publish Schedule	October 1 st	March 1 st
Registration Opens	End of October	End of March

***Schedule should be as close to final in preparation for publication and advising.**

Appendix C – Standard Meeting Patterns

The standard meeting patterns of MWF 50-minutes and TR 75-minutes are represented in this chart. Prime hours are shaded.

Standard Meeting Times - Main Campus				
Monday	Tuesday	Wednesday	Thursday	Friday
8 - 8:50 AM	8-9:15 AM	8 - 8:50 AM	8-9:15 AM	8 - 8:50 AM
9 - 9:50 AM	9:30-10:45 AM	9 - 9:50 AM	9:30-10:45 AM	9 - 9:50 AM
10 - 10:50 AM		10 - 10:50 AM		10 - 10:50 AM
11 - 11:50 AM	11-12:15 PM	11 - 11:50 AM	11-12:15 PM	11 - 11:50 AM
12 - 12:50 PM	12:30 - 1:45 PM	12 - 12:50 PM	12:30 - 1:45 PM	12 - 12:50 PM
1 - 1:50 PM		1 - 1:50 PM		1 - 1:50 PM
2 - 2:50 PM	2 - 3:15 PM	2 - 2:50 PM	2 - 3:15 PM	2 - 2:50 PM
3 - 3:50 PM	3:30 - 4:45 PM	3 - 3:50 PM	3:30 - 4:45 PM	3 - 3:50 PM
4 - 4:50 PM		4 - 4:50 PM		4 - 4:50 PM

Standard Meeting Times - Barry Hall

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:45 AM	8:30 - 9:45 AM	8:30 - 9:45 AM	8:30 - 9:45 AM	8:30 - 9:45 AM
10 - 11:15 AM	10 - 11:15 AM	10 - 11:15 AM	10 - 11:15 AM	10 - 11:15 AM
11:30 AM - 12:45 PM	11:30 AM - 12:45 PM	11:30 AM - 12:45 PM	11:30 AM - 12:45 PM	11:30 AM - 12:45 PM
1 - 2:15 PM	1 - 2:15 PM	1 - 2:15 PM	1 - 2:15 PM	1 - 2:15 PM
2:30 - 3:45 PM	2:30 - 3:45 PM	2:30 - 3:45 PM	2:30 - 3:45 PM	2:30 - 3:45 PM
4 - 5:15 PM	4 - 5:15 PM	4 - 5:15 PM	4 - 5:15 PM	4 - 5:15 PM

Standard Meeting Times - Klai Hall & Renaissance Hall

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:20 AM	8:30 - 9:45 AM	8:30 - 9:20 AM	8:30 - 9:45 AM	8:30 - 9:20 AM
9:30 - 10:20 AM		9:30 - 10:20 AM		9:30 - 10:20 AM
10:30 - 11:20 AM		10:30 - 11:20 AM		10:30 - 11:20 AM
11:30 - 12:20 PM	11:30 AM - 12:45 PM	11:30 - 12:20 PM	11:30 AM - 12:45 PM	11:30 - 12:20 PM
12:30 - 1:20 PM		12:30 - 1:20 PM		12:30 - 1:20 PM
1:30 - 2:20 PM		1:30 - 2:20 PM		1:30 - 2:20 PM
2:30 - 3:20 PM	2:30 - 3:45 PM	2:30 - 3:20 PM	2:30 - 3:45 PM	2:30 - 3:20 PM
3:30 - 4:20 PM		3:30 - 4:20 PM		3:30 - 4:20 PM
4:30 - 5:20 PM		4:30 - 5:20 PM		4:30 - 5:20 PM