



CLSS Training Session

10/31/19

# Training Agenda

- ▶ Filtering in CLSS
- ▶ Searching for new Instructors
- ▶ Friendly Reminders
- ▶ CLSS Turn Around Time/Audit
- ▶ Faculty ADA Requests
- ▶ Faculty
- ▶ Emails
- ▶ Comments to Scheduler
- ▶ Cancelling a section that is Crosslisted.
- ▶ Summer Term Changes
- ▶ CLSS Workflow Item Tracker
- ▶ Updates to the CLSS production Calendar
- ▶ Questions?
- ▶ Hands on training

## 70 Scheduling Units

1,344 Courses 2,157 Sections

Visualize

Filter

Search

20WQ will reopen on Monday, October 7, 2019.

20SQ will be ADMN locked on Monday, October 14, 2019. All changes for 20SQ must be completed prior to this date. Only CAS, CSE and UCOR College schedulers will have access to CLSS. Rooming will begin on Monday, October 21, 2019. 20SQ will reopen on Friday, November 1, 2019.

| ID    | Name                           | Courses | Sections |
|-------|--------------------------------|---------|----------|
| acct  | Accounting                     | 30      | 36       |
| aedt  | Adult Education & Training     | 10      | 10       |
| asb   | Albers School of Business      | 7       | 9        |
| anso  | Anthropology & Sociology       | 27      | 32       |
| aah   | Art and Art History            | 41      | 50       |
| asbo  | ASB - Online                   | 7       | 10       |
| aist  | Asian Studies                  | 2       | 2        |
| biol  | Biology                        | 33      | 87       |
| chem  | Chemistry                      | 23      | 70       |
| ceegr | Civil/Environmental Engr       | 40      | 46       |
| cmme  | Communication                  | 24      | 30       |
| cpsc  | Computer Science               | 53      | 87       |
| coun  | Counseling                     | 19      | 28       |
| crjs  | Criminal Justice               | 42      | 52       |
| exlr  | Ctr. for Leadership Formation  | 15      | 22       |
| clbr  | Culture and Language Bridge    | 8       | 10       |
| cuin  | Curriculum & Instruction       | 0       | 0        |
| casd  | Dean - Arts & Sciences         | 0       | 0        |
| coed  | Dean - College of Education    | 9       | 10       |
| csed  | Dean - Science & Engineering   | 1       | 1        |
| ncsd  | Dean-New & Continuing Studies  | 0       | 0        |
| dus   | Diagnostic Ultrasound          | 19      | 23       |
| dcnc  | Digital Cultures               | 8       | 8        |
| econ  | Economics                      | 27      | 38       |
| enes  | Educating Non-Native Engl Spkr | 10      | 10       |
| edad  | Education Administration       | 7       | 7        |
| edlr  | Education Leadership           | 12      | 21       |
| ecegr | Electrical/Computer Egrn       | 27      | 33       |
| engl  | English                        | 39      | 45       |
| evst  | Environmental Studies          | 9       | 9        |
| finc  | Finance                        | 19      | 25       |
| educ  | General Education              | 6       | 8        |

## Filtering in CLSS

- Active
- Subject
- Instructor
- Room

21 Courses, 25 Sections

Proof Phase Refine Mode

View By

Validate

Bridge Tools

Visualize

Filter

Framer

Export

Show courses with no sections

### Edit Section - ACCT 2300-01: Princpls of Acctg I:financial (SIS ID: 302974)

#### Section Information

|                 |   |               |         |
|-----------------|---|---------------|---------|
| Title           | Princpls of Acctg I:financial (Default Value) | Term          | Full    |
| Section         | 01  | Credit Hrs    | 5       |
| UCOR Dept Co... | (None)  | Status        | Active  |
| Synonym         | 252877  | Instr. Method | Lecture |
| Crosslist With  | Select section...                             |               |         |

#### Section Attributes

None Selected

#### Instructor

Adut, Davit (2278938)

#### Meeting Space

Piggott Building 202

#### Schedule

MWF 2:05pm-3:30pm

#### Room Resources

None Selected

#### Enrollment

31 current

#### Printed Comments

Printed Comments  
BUE-FNDTNS; COMPLETED AT LEAST 30 CREDITS

Initial Cap

36

Max Cap

38

Waitlist Max

#### Comments to Scheduler

Cancel

Save Section

ACCT 3365 - Service Practicum

01 PEE Staff, Faculty (0266750) Sa 9am-1pm

ACCT 5050 - Corporate Financial Management

01 LEC Brous, Peter (0004790) T 6pm-8:40pm *Also FINC 5050-01*

02 LEC Brous, Peter (0004790) Th 6pm-8:40pm *Also FINC 5050-02*

ACCT 5110 - Intern Finance Acct I

01 LEC Koch, Bruce (0833349) T 6pm-8:40pm

# Searching for New Instructors

# Friendly Reminders

- ▶ “Same room as” is for lectures sharing a timeblock/room.
- ▶ Please include the combined max cap of sections sharing space.
  - ▶  $\text{Max cap} + \text{Max cap} = \text{Room cap}$ .
- ▶ Back to back is when the instructor is teaching 2 lectures back to back and would like to be roomed in the same room/building.
- ▶ Special Topics: Please remember to use the electronic STF form and send to [registrar-scheduler@seattleu.edu](mailto:registrar-scheduler@seattleu.edu)
  - ▶ Put the term, course and section# in the subject line.
    - ▶ EX: 20WQ HIST 3910-01 STF
- ▶ STF can be located on the Registrar Scheduler website.

# CLSS Turn Around Time/Audit

- ▶ Registrar's office standard turn-around time is 2 weeks.
  - ▶ Except During: Registration, add/drop, grade/degree postings.
- ▶ It takes a minimum of 72 hours for information to go from CLSS to colleague.
  - ▶ This time doubles during rooming (minimum)
- ▶ Term Priority: 19FQ Finals->20WQ Pre-reqs->20SQ Rooming->20RQ->20FQ
- ▶ Departmental Audit of Schedule
  - ▶ Suggestion: After rooming, 2-weeks before the start of the term and during add/drop.
- ▶ Student ADA requests are not received until the month leading up to add/drop.
  - ▶ ORO will send email to Scheduler lead.
- ▶ Suonline is the most up to date resource.

# Faculty ADA Requests

- ▶ Reminder ADA requests are approved on yearly basis through HR.
- ▶ Only put approved ADA comments to scheduler in CLSS.
- ▶ Please reach out to HR for approval process.
- ▶ Please do not email me with private health information.

# Faculty

- ▶ FASC screen:
  - ▶ Access to FASC screen has been removed.
  - ▶ It is now a requirement for all faculty changes to go through CLSS.
    - ▶ Except internships. These are to be emailed to Office of the Registrar directly at [Registrar@seattleu.edu](mailto:Registrar@seattleu.edu)
- ▶ Please advise faculty to work their department's designated scheduler for any class room changes.
  - ▶ Do NOT contact CES to reserve space for a class. This must go through the Registrar's office.
  - ▶ Do NOT reserve space yourself in EMS!
  - ▶ Please do not call Registrar's front desk.



# Emails

- ▶ Please email the Registrar-Scheduler inbox.
- ▶ Always CC' your College Scheduler! Most questions can be answered by them.
  - ▶ No emails are accepted to my personal email between the hours of 4:31PM and 6AM Monday through Friday. (And all day Saturday/Sunday)
    - ▶ Outside of work hours you must email Registrar-Scheduler inbox.
  - ▶ Rollback Emails
    - ▶ They are a set template with limited space.
    - ▶ If you reply to the email include CC' your college scheduler.

# Comment to Scheduler

- ▶ Please/thank you not necessary.
- ▶ No Negative rooming requests allowed. I.e. “No ADMN room”.
- ▶ If something needs to be brought to my attention put a comment here.
- ▶ Room swaps always need notes!
  - ▶ In both sections.
  - ▶ Ex: Room swap BIOL 2720-01 move to ENGR 200 and UCOR 2000-01 will be moved to PIGT 101.
- ▶ “Room in ADMN 224, vacated by cancelled UCOR 1000-01”
- ▶ Room Priorities: Established departmental priority.
  - ▶ Ex: Priority-Finr 119
  - ▶ Only established room priorities allowed. (No requests)
- ▶ All other requests are either building requests or pedagogical requests.
  - ▶ Ex: “Needs room with chemical hood for demonstrations BANN 501”

# Crosslists

- ▶ Cancelling section that are crosslisted procedure.
  - ▶ This is a multi-day process
    - ▶ You must first request to un-crosslist the section.
      - ▶ Cap the section at zero. (After registration. So, students cannot register)
      - ▶ Optional: leave comment to scheduler saying “remove crosslist, zero capped, to be canceled”
    - ▶ Day2:
      - ▶ Request the cancelation through CLSS.
        - ▶ Suonline has the most update information!
  - ▶ If students are registered:
    - ▶ Students must be dropped first.

# Summer Changes

- ▶ Summer Term Change:
  - ▶ Term changes requires manual data entry in colleague by ORO
    - ▶ The schedule must be rebuilt (and re-roomed by hand in colleague)
    - ▶ For this reason it is now a requirement to cancel the sub-term and create a new section with the correct sub-term after rooming.
  - ▶ After registration: if students are registered the students must be dropped by the department and the section cancelled.
    - ▶ Then create a new section with the correct term.
      - ▶ It is the department's responsibility to cancel/drop students.
      - ▶ Then request a new section and re-enroll students.

# CLSS Workflow Item Tracker

| CLSS Workflow Items   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
|---|------------------|------------|--------------|-------------|---------|----------------|---------------|-----------------------------------|---------------|--------------|------------------|-----------------------|
| Use this form to track course section changes. Input as much information as you need to track what changes need to be made. |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
| Action  | Course Section # | UCOR Title | UCOR Dept Co | Initial Cap | Max Cap | Instructor ID# | Instr. Method | Cross-list section & Combined Cap | Meeting Times | Meeting Days | Printed Comments | Comments to Scheduler |
|   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
|   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
|   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
|   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
|   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |
|   |                  |            |              |             |         |                |               |                                   |               |              |                  |                       |

- Should be kept in departmental folder.
- Use this to keep track of changes to be made or changes made.
- This is a great tool to keep track of this information.
- Suggestion: Follow up tab
- Suonline always has the most up to date information.
  - If you are waiting on a change to be made check Suonline before submitting in CLSS.

# CLSS Calendar Updates-Block Schedules

- ▶ **Schedule Entry:** Period of time when Administrative Assistant's main scheduling and data entry for that quarter's deadline.
- ▶ **Pre-Rooming Review for WQ/SQ Only:** Period of time when changes can be made in CLSS after the initial scheduling. (Faculty room swap requests or faculty assignments)
- ▶ **Schedule Audit:** Period of time where Administrative Assistant and faculty will review the rooms assigned to courses and make any changes needed.
- ▶ **Adjunct Assignment:** Begins 2-weeks before finals in the (with the exception of fall). Ex: entering adjunct faculty who were not in the system.
- ▶ What to do if you are receiving requests from chair/faculty when CLSS is locked?
  - ▶ Used the Workflow Item Tracker to keep a log of what changes need to be made when CLSS reopens. re that chairs/faculty are notified of this change.
- ▶ When will this start?
  - ▶ We will be testing this starting with 20SQ. As a result 20SQ will be closed to changes until the January Audit period.
  - ▶ What about orphans for 20SQ?
    - ▶ ORO will send out the orphans list on 11/19 to all College Scheduling leads. The leads will then request changes via their ADMN access.