

# Common Abbreviations

DESCRIPTION	ABBR	Permission of Department	PRM-DEPT
Catholic Studies	CAST	Permission of Instructor	PRM-INSR
Co-Requisite	COREQ:	Pre-Requisite	PREQ:
Credit/Fail Grading	CR-F	Required for the Major	REQD-MJR
Cross-Listed	X:	Service Learning	SRV-LRNG
Faith & Great Ideas	FGI	Sophomore Standing	SO-STND
Fee	FEE	Senior Standing	SR-STND
Freshman Standing	FR-STND	Study Abroad	SABD
Hybrid	HYB	To Be Arranged	TBA
Junior Standing	JR-STND	8 Week Summer Session	8-WEEK
Majors Only	MJR-ONLY	1st 4 Week Summer Session	1ST-4-WEEK
Meeting Dates	MTS:	2nd 4 Week Summer Session	2D-4-WEEK
Online	OLN	10 Week Summer Session	10-WEEK
		Summer Intersession	INTERSESSION

- All comments must be separated by a semi-colon and space.
- Use abbreviations per the table. Departments not mentioned, use standard DEPT code, ex. CEEGR.
- For courses, use the course subject code, ex. MATH-1210-02

Summer: Must include term information in printed comments for all sections.

Irregular meeting patterns: Must include MTS: followed by all dates the course actually meets. Important for HYB and summer classes.

Printed Comments: Two fields here: UCOR Title or Printed Comments

- UCOR Title: Course sections' UCOR Title that displays online
- Printed Comments: Comments displayed online to students. Must include section specific info for students, e.g., PREQ, MTS

Comments to Scheduler: Comments to Scheduler is only for the registrar-scheduler. Used for room preferences or room needs, e.g. need room for 40 when cap is 20, PIGT, need Blu-ray player.

# Getting Started with CLSS

## Getting Logged In

1. In a web browser, navigate to the CLSS instance start page at <https://courseleaf.seattleu.edu/wen> and enter login credentials.
2. Choose the appropriate scheduling unit by double clicking the scheduling unit name.
3. From the scheduling unit screen, choose the course to schedule, viewed by course, instructor or day and time, or click the Framer or Visualize button to view the schedule information by those screens.
4. Double click the course title to reveal sections.

## Adding a new Section

1. Log in to CLSS as described above.
2. Click the Add button to propose a new offering.
3. Enter information in the Create Section box. To schedule, click the blue "Does Not Meet" link under schedule to reveal the snapper.
4. Choose the time to offer, then click Accept. Date/time patterns are revealed by hovering over the calendar view. Related courses will also be displayed in the calendar.
5. Click Save Section. Observe any errors or warnings.

## Editing a Section

1. Log in to CLSS as described above.
2. Double click the section to edit.
3. Make changes to the section as necessary.
4. Click Save Section. Observe any errors or warning.

### QUESTIONS?

Registrar-Scheduler  
 registrar-scheduler@seattleu.edu  
 206.296.5855



# Snapper View

🔥 Heatmap – See a visual representation of all sections in view

Days – Select which days of the week to view

🗪 Grid – View all available times for a meeting pattern

Patterns – Select from different possible meeting patterns, or define your own

Other sections in view

Add course

ACCT 2300-01: Princpls of Acctg 1:financial (SIS ID: 242970)

Days ▾ Patterns ▾ LEC 01 LEC 02 LEC 03 × Course Code Add

Monday Tuesday Wednesday

8 am A. ACCT 2300-01 LEC 8 - 9a A. ACCT 2300-02 LEC A. ACCT 2300-01 LEC 8 - 9a

9 am A. ACCT 2300-03 LEC

10 am

Close Save Section

Hover over daytime grid and click on the time to schedule

Close without saving

Close and save. Changes are validated and warnings or errors are viewed.

# User Defined Meeting Pattern Syntax

Day initial, space, start time, dash, end time – MTh 8:00am-4:00pm

For instance, to propose meeting Monday and Thursday 8:00 am to 4:00 pm, enter "MTh 8:00am-4:00pm". If am/pm is missing, default is am. If minutes are missing, default is :00. Th is Thursday, T is Tuesday Sa is Saturday, Su is Sunday.

## Most Common Filters

COURSE	
Course Title	*Math* - All courses with Math in the title
Department Code: Allowed section types	LEC - All courses that allow lectures
SECTION / APPROVED SECTION / OVERLAPPING SECTION	
Schedule Type	LAB - All offerings that are labs
Instructor ID	128435 - All offerings taught by an instructor with ID 128435 (not a name or single sign-on id)
Course Code	ACCT 2300 (Subject Code + Catalog Number)
Maximum Enrollment	>50 – all sections with a Maximum Enrollment greater than 50
Enrollment (will be 0 for future terms)	>50 – all sections with an actual enrollment greater than 50
Comments	*todo* - all sections with the words todo in the comment
MEETING PATTERN	