



# Colorado State + CLSS

Documentation, Help, and FAQs



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COLORADO STATE UNIVERSITY

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# Navigation + Who to Contact

**System Access:** <https://next.catalog.colostate.edu/wen>

**Support Contact :** [RO\\_roomscheduling@colostate.edu](mailto:RO_roomscheduling@colostate.edu)



# Time Table/Timeline Help (FA24)

**Jan 10 + 11: Required in person training, CourseLeaf will deliver this training**

**Plan Phase:** Jan 10- Feb 9 (F)

**ACS Reviews:** Feb 12(M)- Feb 23 (F)

**Proof Phase:** Feb 26 (M)- Mar 1 (F)

**Publish Phase:** Mar 8 - Mar 31 (F, Plan Ahead is the 8th)

**Registration Phase:** Apr 1(M)- Aug 16 (F, Friday before courses begin)

**Term in Progress:** Aug 19- (M) - Dec 6 (F)

**Locked Phase**

**Archive Phase**



# Phases: What Are They And What Do They Mean?

## 6 Phases:

Plan → (ACS Review) Proof → Publish → Registration → Term  
in Progress ( then locked, then archived)

## 2 Modes:

Design → Refine

In Plan phase, CLSS and Banner are not yet speaking to one another, and all information is held in CLSS. This lines up with Design Mode (noted in red). After the ACS Review Phase, CLSS and Banner work together and their changes can speak back and forth. This is when we are also in Refine Mode (noted in blue)

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### Section Information

Part of Term  ①

**Campus**  ②

Inst. Method  ③

**Schedule Print**  ④

Schedule Type  ⑤

Link To  ⑥

Section #  ⑦

**Credit Hrs**  ⑧

Status  ⑨

Special Approval  ⑩

Grade Mode  ⑪

Cross-list With  ⑫

Restrictions [Classification, Field of Study - All](#) **A**

### Section Attributes **B**

Diff Tuition - LA Rate 1 (FLA1)  
RI & CE Tuition Assessment (RICE)  
Resident Instruction (RI)

### Course Attributes **F**

Diff Tuition - LA Rate 1 (FLA1)  
RI & CE Tuition Assessment (RICE)  
Resident Instruction (RI)

### Instructor **C**

Unassigned

### Room **G**

### Schedule **H**

### Enrollment **D**

0 current, 40 prior, 0 waiting

Maximum  Wait Cap

### Section Text **I**

SOPHOMORES, JUNIORS AND SENIORS ONLY..<br> SOCIOLOGY MAJORS, GENERAL SOCIOLOGY, ENVIRONMENTAL SOCIOLOGY, AND CRIMINOLOGY AND CRIMINAL JUSTICE CONCENTRATIONS, AND GENERAL SOCIOLOGY

### Comments **E**

# Section Information: Legend

- 1. Part of Term** refers to the dates that the course will run for the semester. Some parts of term once selected will require review from the Academic Classroom Scheduling Team.
- 2. Campus-** **this field is not available to be edited** and is always Main- CSU Fort Collins.
- 3. Instructional Method:** This refers to the mode in which the course will be taught this is most often Face-to Face (1) , but if this is a distance delivery course, please select Distance(3) or another option if applicable. Once a course has a CRN assigned, this cannot be adjusted, so in order to change instructional method after CRN assignment, please create a new section.
- 4. Schedule Print-** this field shows if a course is visible or hidden on the course schedule. However, it is not available to be edited by department schedulers, **only Academic Classroom Scheduling staff can edit this field if needed.**
- 5. Schedule Type-** this drop down menu allows selection of schedule type, for example, lecture, lab, or recitation. Note: Once a course has a CRN assigned, this cannot be adjusted, so in order to change a schedule type after CRN assignment, please create a new section.
- 6. Link to** - this drop down menu allows selection for multi component courses to indicate what they are linked to. In many cases, this may already be completed for you, but there can be many options in this listing. The most common choices are to link to something specific, for example, linke to R01 or link to ANY, link to any recitation for example. For more detail, visit the help page specific to linking! **\*For courses with 3 components, Academic Classroom Scheduling Staff will have to make special edits after validation to make this look correct.**
- 7. Section Number-** This indicates the section number for a section, this should always contain 3 characters. Some section numbers still have 3 characters but may look different, for example, Honors and key sections.
- 8. Credit Hours-** for the majority of sections, this field will not be editable. The exception here is for multicomponent courses which need one component of the course to be credit bearing and the other(s) to have 0 credits. Variable credit courses cannot assign a value in CLSS since they need to remain variable.
- 9. Status-** Status reflects if a course is active or cancelled.
- 10. Special Approval-** Special approval options include Stop Enrollment, Department Approval, and Instructor approval. You must place a comment when you choose Stop Enrollment with an explanation of why the Stop Enrollment is needed.
- 11. Grade Mode-** Grade mode indicates how a course is graded. Most courses won't need to adjust anything here. In multicomponent courses, labs and recitations are usually the non-graded components and rules may ask you to change the value in these scenarios.
- 12. Crosslist With-** If you have a cross listed course you can view the cross listing here, or search for the course that you wish to cross list with. The course needs to already exist (be created) to find the course in the listing. Be cognizant of parent and child sections. See more details on Cross listing for help.
  - A. Restrictions** This area can be visited to modify restrictions on a section, see restrictions in more details for more information on how to do this.
  - B. Section Attributes** Section attributes can be viewed. The ones with the grey background cannot be changed, only viewed. Only certain types of attributes can be added to specific kinds of sections
  - C. Instructor-** You will always update the instructor in Banner using SCAIT. You will do this when we let you know that it is time. Once in Refine mode and you have entered an instructor, you will be able to view that instructor in CLSS attached to the course. You can never make changes to an instructor in CLSS
  - D. Enrollment** Make changes to the enrollment maximum here. If you have a cross listed course, the cross listed maximum will update automatically when you change enrollment maximums and save.
  - E. Comments** the comment box is the place to leave a reasoning for adding a Stop Enrollment to your course, or a way to leave us other information you want us to know. Leaving a comment will require a workflow, this is because then we will review it.
  - F. Course Attributes** **Course attributes cannot be edited in CLSS only viewed.**
  - G. Room** View the current room a course is assigned to or use the dropdown menu to select a new space. Once in Refine Mode, use EMS Room Seek to search for available rooms! In Design Mode, you can select Request General Assignment room in the dropdown menu to indicate that you'd like a General Assignment space.
  - H. Schedule** this area reflects the current meeting days and times attached to your course. Click the calendar icon to visit the space where you can adjust meeting time, or enter a user defined meeting pattern.
  - I. Section Text** View any current section text. **Section text cannot be edited on the form, only viewed.** Should you require additional text or changes to text, please leave us a comment.

# Validation Warnings, Errors, and Workflows

Each item to address during validation, will be connected to an icon and a number.

To help resolve an item, note the number attached to the specific item, and visit that in the linked PDF in the next slide for more information and suggestions on what to do to resolve it. You can see the icons below for which type of icon goes with each type of validation feedback.





# Error and Validation Help

We know that some errors or messages may be more confusing than others.

You can visit the following linked PDF for a listing of the Warnings, Errors, and Workflows you may encounter within CLSS. This PDF intends to provide you with ideas of how the error can be resolved.

[Visit the CLSS Error and Validation Help PDF](#)









# More Detail: Restrictions

- Utilize the pencil icon to view current restrictions, add, or change restrictions. Use the pencil regardless of if the area for restrictions displays “None” or “Field of Study-All” or anything else. The pencil icon will allow you to enter the screen to make edits.
- Choose the category of restriction you wish to make a change or addition to, and select the pencil icon again, in this example, we have chosen Field of Study

Restrictions None 

Restrictions Field of Study - All 

### Current Restrictions

	Classification: <i>None</i>
	College: <i>None</i>
	Field of Study - All: <i>None</i>
	Level: <i>None</i>
	Program: <i>None</i>
	Student Attribute: <i>None</i>



# More Detail: Restrictions

- (1) This opens an Editing space on the left hand side. You will need to choose if you'd like to include or exclude. You cannot do both on the same type of restriction. Then use the two small arrows for the dropdowns to select the option you need ([Visit the Restriction Listing](#)) and if you require a lift date for your restriction, please select it as well from the dropdown menu. You can use the green plus sign to add additional items, and then you will choose the black update button to save your selections.
- (2) You will then see your selections reflected on the right, and the final crucial step (3) is to make sure you select the green accept button to actually apply these changes to your section.

1

2

3

# More Detail: Restrictions; Classification Restrictions

The Classification Section of restrictions allows you to include or exclude students based on what year they are classified. There are many items in this dropdown menu.

We advise you to keep in mind that some years of students have more than one item in the drop down associated with them, or could, depending on what you are trying to do.

A good example of this is with Seniors. If you want to include (or exclude) ALL senior levels, you would need to select **40,41,43,44, and 45** in this section. Same idea with Freshman, **10 and 11** from the listing.



# Field of Study Restriction Listing

You can visit the following PDF to see a list of field of study restrictions. This is a compilation of active field of study codes. This list can be used in its PDF electronic format, and by using the shortcut Ctrl +F you can search the listing for keywords or information to narrow your search.

[Visit The Restriction Listing](#)



# More Detail: Section Attributes

- Many section attributes are viewable, but not editable to you. You can view the attributes on a section using the view table right on the dynamic form.
- If you need to add a section attribute; for example for an honors or key section, do the following: choose the pencil icon next to section attributes: select the needed attribute(s) from the drop down menu at the bottom.
- To save your selection use the green accept button. To delete a selection, select the trash can icon and to add another section attribute use the green plus icon in the top right.
- \* Course attributes are not editable in CLSS at all



A screenshot of a web interface titled "Section Attributes". It features a yellow pencil icon in the top right corner. Below the title, there is a list of attributes: "AUCC3C:Social/Behavioral Sci (C3C)", "Diff Tuition - LA Rate 1 (FLA1)", and "RI & CE Tuition Assessment (RICE)". A vertical scrollbar is visible on the right side of the list.



A screenshot of a web interface titled "Section Attributes" with a red header bar. The header contains a question mark icon and a close (X) icon. Below the header is a table with a single column labeled "Attribute". The table contains several rows, each with a dropdown menu and a small yellow plus icon in the top right corner of the row. The attributes listed are: "AUCC3C:Social/Behavioral Sci (C3C)", "Diff Tuition - LA Rate 1 (FLA1)", "RI & CE Tuition Assessment (RICE)", "Resident Instruction (RI)", "gtPathways:Hum Beh, Cul, Soc (GSS3)", and "Department Honors (DHN2)". At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Accept" button. A trash can icon is also visible in the bottom right corner of the table area.

# More Detail: Linking

**Definition of Linking:** Multi-component courses require linking. This is the way that we can be sure that students will register for all components of a course.

There are 2 kinds of linking that exist in CLSS- specific links and any links.

What does this mean?

**Any** Links: An example of an any link is that students register for a lecture and they can choose from any of the associated labs when registering

**Specific** Links: An example of a specific Link is that students who register for lecture 001 can only register for L01 and L02 even though L03 and L04 also exist. Another example of specific linking is that students enrolled in 001 must be in L01. 002 must be in L02.

Follow along in the next slides to see how to set this up properly, and know that linking can be tricky, and we are here to help and review if you have questions!




# Linking Lectures to ANY Lab/Recitation

- ① When linking a lecture(s) to any corresponding lab or recitation, we first ensure that we are on the lecture component, we do this using Schedule Type and then use the “Link To” drop down Menu to select the option “Any Recitation sections” or “Any Lab Sections” depending on what component you are working with. In this example, we are doing Any Recitation.

## Section Information

Fall Semester 2024, AN111

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 to 12/19/24)	Section #	001
Campus	Main - CSU Fort Collins	Credit Hrs	3
Inst. Method	Face-to-Face (1)	Status	Active
Schedule Print	Viewable on Search, Can Register	Special Approval	(None Assigned)
<b>Schedule Type</b>	Lecture (LE)	Grade Mode	Default Value
Link To	Any Recitation sections	Cross-list With	Select section...
Restrictions	None 		

## Section Attributes

Diff Tuition - LA Rate 1 (FLA1)

## Course Attributes

Diff Tuition - LA Rate 1 (FLA1)



# Linking Recitation or Lab to ANY Lecture

- ② Next, go to each of the corresponding recitations or labs you just told the lecture it would be linked to (there might be 1 or there might be 12, etc. visit each one) and ensure you are on the correct component, you can view this in Schedule Type, in this example recitation, and select the “Any Lecture Sections” from the drop down menu. Save when completed.

## Section Information

Fall Semester 2024, ANT

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 to	Section #	R01
Campus	Main - CSU Fort Collins	Credit Hrs	0
Inst. Method	Face-to-Face (1)	Status	Active
Schedule Print	Viewable on Search, Can Register	Special Approval	(None Assigned)
Schedule Type	Recitation (RC)	Grade Mode	Recitation is Not Graded
Link To	Any Lecture sections	Cross-list With	Select section...

Restrictions [None](#) 

## Section Attributes

Diff Tuition - LA Rate 1 (FLA1)



## Course Attributes

Diff Tuition - LA Rate 1 (FLA1)

# Linking a Lecture to a SPECIFIC Lab or Recitation

**Important: When linking Specifically, you will always update lecture sections FIRST**

- ① Visit the specific lecture section you need. For example, 001. Then go to the link to drop down menu and select “Specific Recitation sections” (or lab sections if that’s the other component) from the listing.

## Section Information

Fall Semester 2024, ANTH

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 to 12/19/24) <input type="text"/>	Section #	001 <input type="text"/>
Campus	Main - CSU Fort Collins <input type="text"/>	Credit Hrs	3 <input type="text"/>
Inst. Method	Face-to-Face (1) <input type="text"/>	Status	Active <input type="text"/>
Schedule Print	Viewable on Search, Can Register <input type="text"/>	Special Approval	(None Assigned) <input type="text"/>
Schedule Type	Lecture (LE) <input type="text"/>	Grade Mode	Default Value <input type="text"/>
Link To	Specific Recitation sections <input type="text"/>	Cross-list With	Select section... <input type="text"/>


Restrictions [None](#) 

# Linking Recitation or Lab to a SPECIFIC Lecture

- ② Next, visit the specific recitation (or recitations) that need to be linked to ONLY the specific lecture you were just editing. Make sure you are on the right component, view the schedule type to confirm, then, select the specific section, section number and CRN display if applicable that you need to connect this recitation to. If there are other recitations that will connect to ONLY 001 lecture, next visit those and follow the same steps.

## Section Information

Fall Semester 2024, ANTH

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 tr) ▼	Section #	R01
Campus	Main - CSU Fort Collins ▼	Credit Hrs	0
Inst. Method	Face-to-Face (1) ▼	Status	Active ▼
Schedule Print	Viewable on Search, Can Register ▼	Special Approval	(None Assigned) ▼
Schedule Type	Recitation (RC) ▼	Grade Mode	Recitation is Not Graded ▼
Link To	Section 001 (74755) (Lecture) ▼	Cross-list With	Select section... ▼
Restrictions	None 		

# Why Does 3 Component Linking Need to go Through Workflow?

CLSS and Banner view 3 component linking different. Because of this, the ACS Team needs to review all 3 component courses. Even if you don't make any changes to your sections, if your Scheduling Unit has any 3 component courses you will see this workflow appear. There is nothing to worry about.



# More Detail: Cross Listing

**The Parent section** is the section of the course in control—which means it dictates the meeting pattern and the total combined enrollments (cross list max) The sponsoring department (sometimes it is helpful to think about who is providing the instructor for this course ), should be the “Parent” section of the cross-list. If the courses being cross listed are in the same department, you need to determine which section is going to be the parent if it isn’t already identified in CLSS

**Once you have the parent section identified, the other course will cross-list with that section and will be considered the child section.**

**The child section** will only be able to edit a limited number of fields in the section editor for example, section enrollment.

You can remove the cross listing at any time whether it is the parent section or the child section.

**Illustration of Parent/Child for Cross listing are on the next pages.**

# When you are creating or determining a parent section:

- ① Leave the cross-list with field blank to begin with:

**Edit Section – ANTH 232-001: Soundscapes-Music as Human Practice (CRN: 75676; CLSS ID: 7756)** + ? ×

Section Information Fall Semester 2024, ANTH

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 tr	Section #	001
Campus	Main - CSU Fort Collins	Credit Hrs	3
Inst. Method	Face-to-Face (1)	Status	Active
Schedule Print	Viewable on Search, Can Register	Special Approval	(None Assigned)
Schedule Type	Lecture (LE)	Grade Mode	Traditional (Default Value)
Link To	Not linked to other sections	Cross-list With	

Restrictions [None](#)

<b>Section Attributes</b>	<b>Course Attributes</b>
AUCC3C:Social/Behavioral Sci (C3C)	AUCC3C:Social/Behavioral Sci (C3C)
Diff Tuition - LA Rate 1 (FLA1)	Diff Tuition - LA Rate 1 (FLA1)
RI & CE Tuition Assessment (RICE)	RI & CE Tuition Assessment (RICE)

<b>Instructor</b>	<b>Room</b>	<b>Schedule</b>
Unassigned	University Center for the Arts 218 (31)	MWF 12pm-12:50pm <span>×</span>



## Next as the child section:

- Next locate the child section (or communicate with the scheduler of the child section) and search in the Cross-list with drop down for the course that you need to crosslist with (the parent course). Don't forget to save changes.

### Edit Section – MU 232-001: Soundscapes-Music as Human Practice (CRN: 75559; CLSS ID: 7644)

Fall Semester 2024, MU

**Section Information**

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 tr	Section #	001
Campus	Main - CSU Fort Collins	Credit Hrs	3
Inst. Method	Face-to-Face (1)	Status	Active
Schedule Print	Viewable on Search, Can Register	Special Approval	(None Assigned)
Schedule Type	Lecture (LE)	Grade Mode	Traditional (Default Value)
Link To	Not linked to other sections	Cross-list With	Select section... ANTH 232 ANTH 232-001 (75676) (Lecture)
Restrictions	None		


**Section Attributes**

AUCC3C:Social/Behavioral Sci (C3C)  
Diff Tuition - LA Rate 2 (FLA2)  
RI & CE Tuition Assessment (RICE)

**Course Attributes**

AUCC3C:Social/Behavioral Sci (C3C)  
Diff Tuition - LA Rate 2 (FLA2)  
RI & CE Tuition Assessment (RICE)

Instructor	Room	Schedule
------------	------	----------

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# Once that Happens, Child Section Displays the Following:

Note the bar across the top letting you know the parent section and that it controls the primary scheduling configuration for the sections.

The Cross-list With displays a link to the Parent section

**Edit Section – MU 232-001: Soundscapes-Music as Human Practice (CRN: 75559; CLSS ID: 7644)**

**ANTH 232-001 (75676) controls the primary scheduling configuration for this cross-listed section**

Fall Semester 2024, MU

**Section Information**

Part of Term: 16 weeks, starts 1st week (AP) (8/19/24 to 12/19/24) | Section #: 001

Campus: Main - CSU Fort Collins | Credit Hrs: 3

Inst. Method: Face-to-Face (1) | Status: Active

Schedule Print: Viewable on Search, Can Register | Special Approval: (None Assigned)

Schedule Type: Lecture (LE) | Grade Mode: Traditional (Default Value)

Link To: Not linked to other sections | Cross-list With: ANTH 232-001 (75676) x

Restrictions: None

**Section Attributes**

AUCC3C:Social/Behavioral Sci (C3C)  
Diff Tuition - LA Rate 2 (FLA2)  
RI & CE Tuition Assessment (RICE)

**Course Attributes**

AUCC3C:Social/Behavioral Sci (C3C)  
Diff Tuition - LA Rate 2 (FLA2)  
RI & CE Tuition Assessment (RICE)

**Instructor**: Unassigned | **Room**: University Center for the Arts 218 (31) | **Schedule**: MWF 12pm-12:50pm

**Enrollment**: 0 current, 15 prior, 0 waiting | **Cross-list Enrollment**: 0 current

Maximum: 15 | Wait Cap: 200 | Maximum: 31



# Parent section “Cross-list With” After Successful Cross Listing Completed:

Now, without having to take any further action, the Cross-list field we originally left blank is filled in with the child section link.

**Edit Section – ANTH 232-001: Soundscapes-Music as Human Practice (CRN: 75676; CLSS ID: 7756)** + ? ×

Section Information Fall Semester 2024, ANTH

Part of Term	16 weeks, starts 1st week (AP) (8/19/24 to 12/19/24)	Section #	001
Campus	Main - CSU Fort Collins	Credit Hrs	3
Inst. Method	Face-to-Face (1)	Status	Active
Schedule Print	Viewable on Search, Can Register	Special Approval	(None Assigned)
Schedule Type	Lecture (LE)	Grade Mode	Traditional (Default Value)
Link To	Not linked to other sections	Cross-list With	MU 232-001 (75559)

Restrictions [None](#)

<b>Section Attributes</b>	<b>Course Attributes</b>
AUCC3C:Social/Behavioral Sci (C3C)	AUCC3C:Social/Behavioral Sci (C3C)
Diff Tuition - LA Rate 1 (FLA1)	Diff Tuition - LA Rate 1 (FLA1)
RI & CE Tuition Assessment (RICE)	RI & CE Tuition Assessment (RICE)



# More Detail: Scheduling Labs + How to Create a User Defined Meeting Pattern

Labs require double the contact hour hours of other schedule types. Because of this, you may find that you need to set your labs up using what is called a **User Defined Meeting Pattern**.

**Create a User Defined Meeting Pattern:** Locate the Schedule portion of the Scheduling Form and click the small Calendar Icon



Locate the Patterns button along the top in the grey bar and click the small arrow next to it :



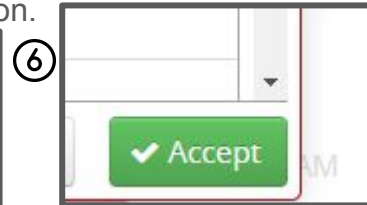
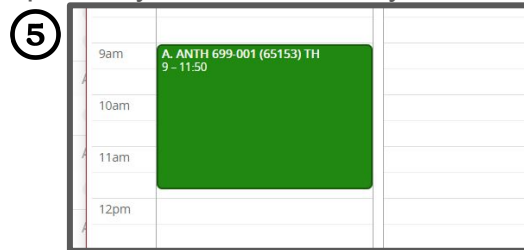
Navigate to the area where you can type that says :”Meeting Pattern Name”



In this area, you can type your desired pattern, for example, Monday 9-1150(AM). Enter your meeting time using a similar formula, remembering that CLSS uses 24 hour clock, so please remember for example 5PM would be 1700. Then, click the green “Add” button



CLSS will then display your new meeting pattern in the time/day grid for you to see and review. Don't forget to hit the green checkmark and “Accept” button to save the pattern you've created to your section.



## User-Defined Meeting Pattern Abbreviations + 24 Hour Clock:

	1pm = 1300
<b>Monday- M</b>	2pm = 1400
	3pm =1500
<b>Tuesday- T</b>	4pm =1600
	5pm=1700
<b>Wednesday- W</b>	6pm =1800
	7pm =1900
<b>Thursday- R</b>	8pm= 2000
	9pm= 2100
<b>Friday- F</b>	10pm =2200
<b>Saturday- Sa</b>	
<b>Sunday - Su</b>	

For a 24 hour time reference, visit the following website:

<https://www.militarytime.us/military-time-chart/>



# Adding a Second Meeting Pattern:

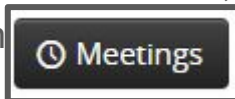
Visit the small Calendar Icon in the Schedule section of the Scheduling Form

①



Next on the scheduling grid, in the bottom left, select the black Meetings button

②

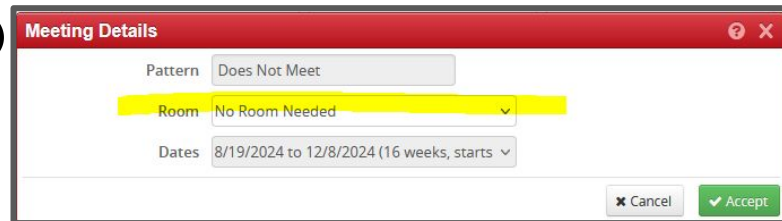


In the next pop up space search for the green plus sign to click in the right, this is the button to add another meeting pattern

③



④

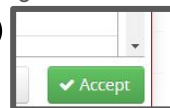
A red-bordered pop-up window titled "Meeting Details". It contains three dropdown menus: "Pattern" set to "Does Not Meet", "Room" set to "No Room Needed" (highlighted in yellow), and "Dates" set to "8/19/2024 to 12/8/2024 (16 weeks, starts)". At the bottom right are "Cancel" and "Accept" buttons.

⑤

Pattern	Room	Dates
A. TR 11am-12:15pm	Weber Building 202 (41)	Using Part of
B. Does Not Meet	Request General Assignment Room	Using Part of

Once all your edits are complete, for both patterns, don't forget to hit the accept button at the bottom of the grid page.

⑥



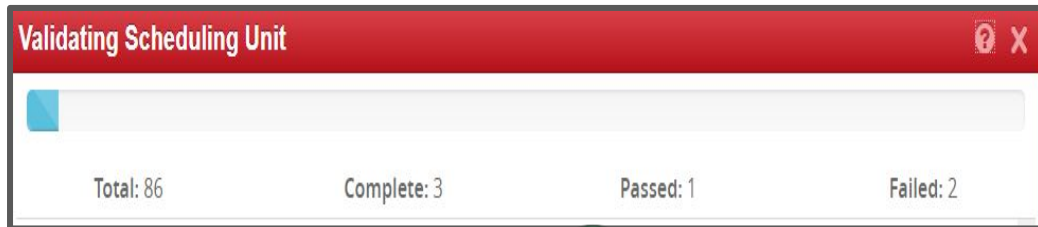
# I have all my Edits completed in Plan Phase, Now

## What?

When you have completed all of the edits you require in Plan Phase, you will proceed to hit the validate button located along the top in red:



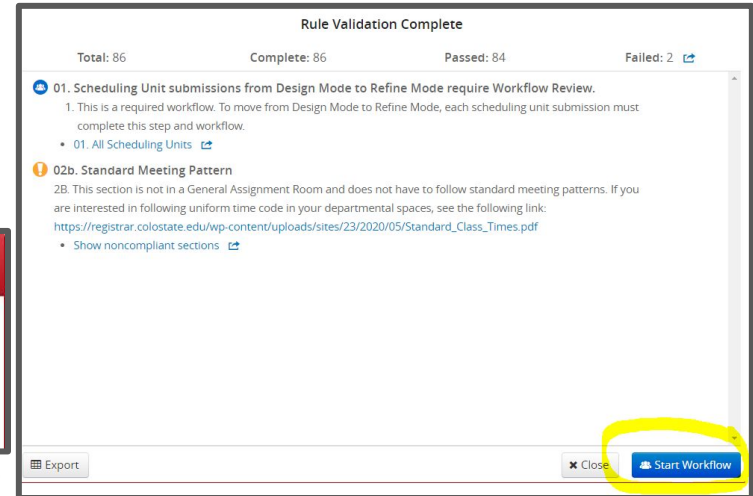
This will kick off the rule validation that will run with a progress bar:



Once the progress bar completes, resolve any **error** items. Keep in mind **workflows** and **warnings** will not stop you from proceeding with validation.

If you have changes to make to resolve errors, make your changes and return to re-validate.

You will know you have validated successfully when you see the blue button that says “Start Workflow”:



# CLSS Glossary

- **Child section:** a cross-listed section added to an existing "parent" section becomes the child and inherits the meeting pattern.
- **Course Code:** the subject prefix code and number that uniquely identifies a course.
- **Cross-Listed Course:** courses taught at the same meeting days and times, in the same location, with a shared instructor
- **Design Mode:** the initial schedule planning round, all changes to the schedule are held for a scheduling unit and validated at one time by clicking the Validate button.
- **Framer:** a view of sections by Instance (semester).
- **Heat Map:** a visual representation of the number of sections schedule
- **Instance:** the semester/term being scheduled
- **Modes:** the mode schedulers are in determines if course changes are validated individually or as a unit We use Design Mode for Plan Phase and Refine Mode for all Phases following ACS Review Phase..
- **Parent Section:** in a cross-list, the course that controls changes to meeting pattern
- **Phases:** periods of time where changes allowed are based on specific sets of rules based on any approvals required and phase. (CSU phases : [Plan](#), [ACS Review](#), [Proof](#), [Publish](#), [Registration](#), [Term in Progress](#), [Locked](#), [Archive](#))
- **Refine Mode:** Banner and CLSS are talking to each other. Some changes are pretty instantaneous, others that need review are sent through workflow when each section is saved.
- **Rules:** are used by CLSS to determine whether sections or scheduling units meet certain criteria set by the Office of the Registrar. Rules are made up of [Workflows](#), [Warnings](#), and [Errors](#). Errors are the only category of rules that you must remedy before you can fully save and validate
- **Scheduling Unit:** The organization of courses in CLSS- Most scheduling units represent a department.
- **Section:** a section is the smallest piece of a course; a particular course at a specific meeting pattern.
- **SIS:** Student Information System (Banner).
- **Snapper:** shows the section being scheduled and related sections. The Snapper will attempt to "snap" the section into a pre-defined, standard meeting pattern.
- **Workflow:** a standardized sequence of steps that proposed actions follow for review and approval by the ACS Team.

