Guidelines for Entering Comments into CLSS

When entering comments into CLSS, please format comment with ** and actual wording listed. You can include additional wording if needed.

**When receiving workflow for Room Conflict:**

You can choose from the list below the comment that best applies to your situation. Please note that if no comment is entered, class will be rolled back to scheduler.

**RC** – room conflicting with a class in a different part of term.

**RC** – Known room conflict with (list class(es) it is conflicting with and why)

**When receiving warning for Instructor Conflict:**

**IC** - Known instructor conflict with (list class(es) that conflict applies to with and why)

**When receiving error for Non-standard meeting pattern requires comment:**

You can choose from the list below the comment that best applies to your situation.

**NSMP** - Hybrid course

**NSMP** - Meets MW in General Classroom and F in Computer Lab/specialized lab/different room (or TR if it applies)

**NSMP** - Evening Course. Meets required meeting minutes

If none of the above comments applies to your course meeting situation, please

**NSMP** - (explain why the course does not meet a standard meeting pattern)

**When receiving error for If using a Variable Part of Term, comment is required:**

**Using Variable POT** – (explain using the guidelines below why you are requesting a variable part of term.

- Why is variable part of term being requested or used?
- Why can’t it fit into a normal part of term?
- Any approval received from department head or AA
- Will it meet the required meeting minutes?

**When receiving error for If Extended Part of Term, comment is required:**

**EPOT** - High School course matching school district dates.

When receiving error for If Enrollment Max is zero, comment is required

**EMZ** - High School course taking place on Campus 2, 2M, or 2T

Assignment type (if special pay is requested)

**Pay rate** – (Explanation of pay)