

Adding a New Section

- Go to main CLSS website - <https://nextcatalog.coloradomesa.edu/wen/> and select the term.

CourseLeaf/CLSS – Instances Maggie Bodyfelt ? Log Out

February 3rd - Deadline to validate and submit Summer 2020 and Fall 2020 schedules. Changes may still be made prior to room placement.

February 16th - Final refinements due before room assignment. Room Assignment Phase begins at end of day and access to CLSS is cut off for all.

Note that courses in general classrooms have last year's placement. These placements will be removed in early February and the Registrar's office will be assigning classrooms in mid-February during our room scheduling process.

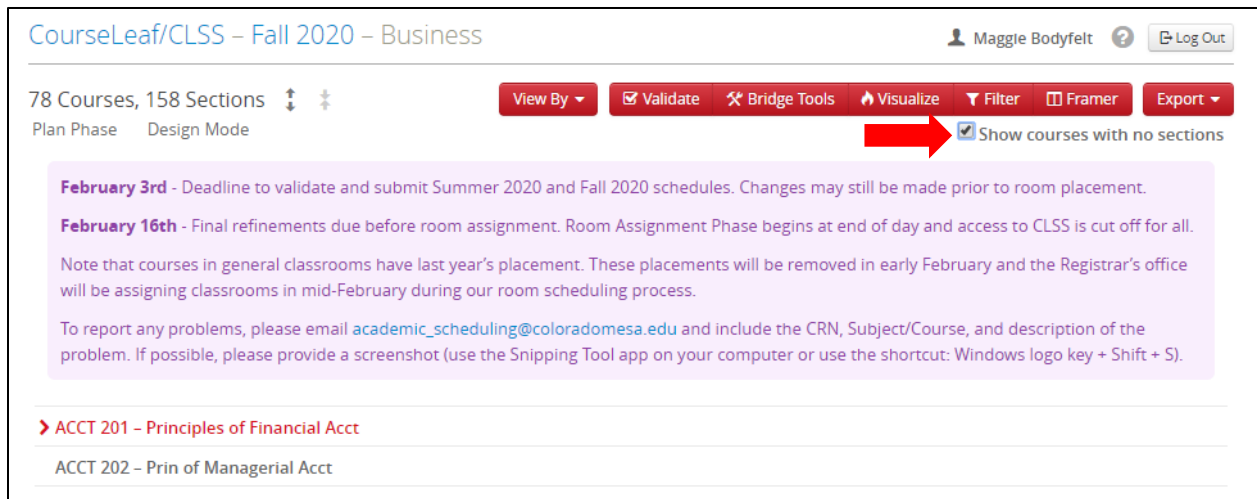
To report any problems, please email academic_scheduling@coloradomesa.edu and include the CRN, Subject/Course, and description of the problem. If possible, please provide a screenshot (use the Snipping Tool app on your computer or use the shortcut: Windows logo key + Shift + S).

Historical	Current	Future
<p>15/16 Academic Year</p> <p>Fall 2015</p> <p>Spring 2016 (Includes J-Term)</p> <p>16/17 Academic Year</p> <p>Summer 2016</p> <p>Fall 2016</p> <p>Spring 2017 (Includes J-Term)</p>	<p>17/18 Academic Year</p> <p>Summer 2017</p> <p>Fall 2017</p> <p>Spring 2018 (Includes J-Term)</p> <p>18/19 Academic Year</p> <p>Summer 2018</p> <p>Fall 2018</p> <p>Spring 2019 (Includes J-Term)</p>	<p>19/20 Academic Year</p> <p>Summer 2019</p> <p>Fall 2019</p> <p>Spring 2020 (Includes J-Term)</p> <p>20/21 Academic Year</p> <p>Summer 2020</p> <p>Fall 2020</p>

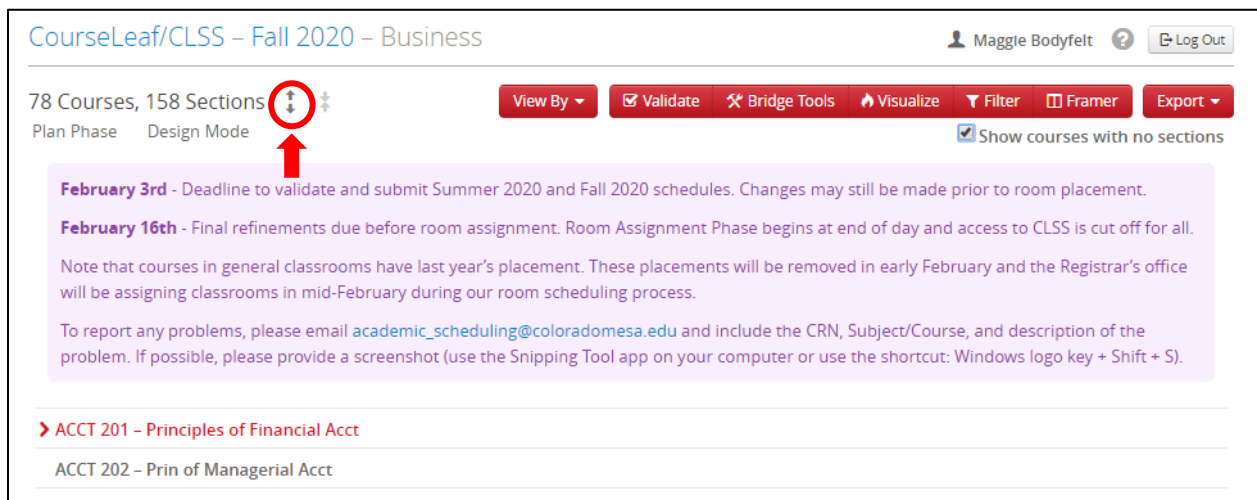
- Select the scheduling unit (i.e. department) that manages the course you want to add.
 - Example: If adding an Accounting class, select the Business scheduling unit.

ID	Name	Courses	Sections
art	Art	90	112
biol	Biological Sciences	55	180
busi	Business	78	158
enr	Computer Sci and Engineering	57	83
deved	Developmental Education	5	70
dist	Distance Education	1	44
essl	Essential Learning	1	23
hsci	Health Sciences	102	266
kine	Kinesiology	103	226
llmc	Languages, Lit & Mass Comm	91	214
math	Math and Statistics	39	98
musi	Music	117	167
pes	Physical & Enviro. Sciences	96	170
reg	Registrar Office	4	12
sbs	Social & Behavioral Sciences	139	219
ted	Teacher Education	46	58
thea	Theatre	62	127
univ	University Studies	7	62
wccc1	WCCC: ABUS, EDEC, FILM	36	54
wccc2	WCCC: AGRS, CUAR, WQMS	44	54
wccc3	WCCC: AVTN, CRJW, ELCL	15	19
wccc4	WCCC: CADT, UASP	7	11
wccc5	WCCC: CONC, MAMT, PROS	17	51
wccc6	WCCC: ELCE, TECI, TST*	31	45
wccc7	WCCC: EMTS, MATH, WELD	28	57
wccc8	WCCC: FSWM, SURV	14	14
wccc9	WCCC: GRNT, MOAP, NURA, VETT	19	26

3. Click the “Show courses with no sections” box (upper left-hand side of the page, under the bar of red buttons).

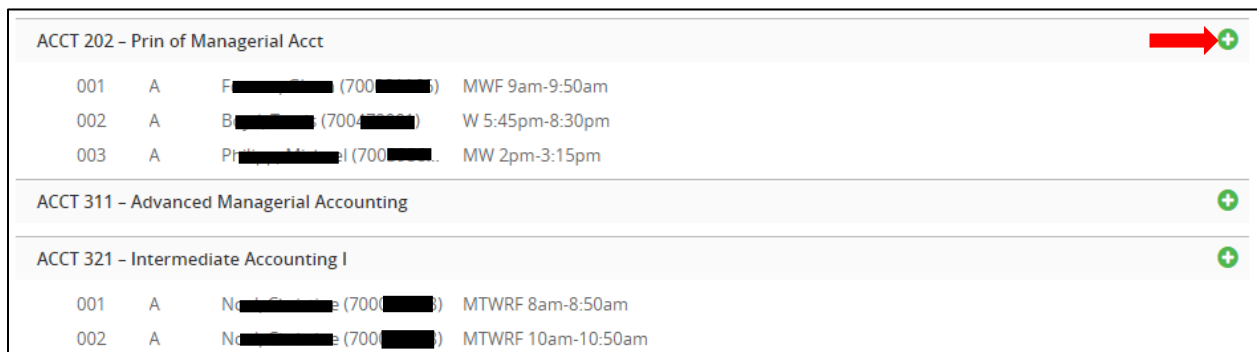


4. Click on the “Expand All” icon (upper left-hand side of the page, next to the Courses and Section header).



5. Scroll through the list of courses to find the course you want to add. To add a new section, click the green plus icon on the right-hand side.

- a. If there are existing sections already schedule, they’ll be listed (example: ACCT 202 and ACCT 321).
- b. If there are no existing sections yet, none will be listed (example: ACCT 311).



6. A “Create Section” window will pop up with the default information. Adjust all necessary fields and click “Save Section.”

Create Section – ACCT 202: Prin of Managerial Acct

Section Information

Title/Topic	Prin of Managerial Acct (Default Value)	Part of Term	Full Term - 1 (8/17/20 to 12/10/20)
Section #	004	Campus	Main Campus
Credit Hrs	3	Delivery	Classroom Based
Status	Active	Schedule Print	Yes
Permission	(None Assigned)	Instr. Activity	Lecture
Session	(None Assigned)	Cross-list With	Select section...

Restrictions [Level](#)

Section Attributes *None Selected*

Instructor [Staff, -- \(700028181\)](#)

Room [No Room Needed](#)

Schedule [Does Not Meet](#)

Enrollment *0 current*

Maximum	Waitlist
<input type="text"/>	<input type="text" value="0"/>

Section Notes *None Assigned*

Comments

[Bridge Tools](#) [Cancel](#) [Save Section](#)

7. A “Validation Details” screen will pop up to advise you of any Errors (red icon), Warnings (yellow icon), and Workflows (blue icon).
- If there are any Errors (the red icon), you must resolve them before being able to save.
 - If you only have Warnings and/or Workflows, review the details of each and click “Save As-Is.”

Validation Details

- Workflow:** The section data you have provided can be saved, but will require approval. You can submit this data by clicking the Save As-Is button below, then when the scheduling unit is submitted you will be prompted to start the approval process.
- Warning:** If section number contains a letter, it needs to be reviewed.
If section number contains a letter, it needs to be reviewed.
- Workflow:** Department Head notification for Montrose courses
The department head of this course subject will be notified of the creation of this section.

[Close](#) [Save As-Is](#)