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 <u>Room Conflict</u>:

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

> **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 <u>Instructor Conflict</u>:

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

When receiving error for <u>Non-standard meeting pattern requires comment</u>:

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 <u>If using a Variable Part of Term, comment is required:</u>

> **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 <u>If Extended Part of Term, comment is required</u>:

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

When receiving error for <u>If Enrollment Max is zero, comment is required</u>

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

Assignment type (if special pay is requested)

> **Pay rate – (Explanation of pay)