CLSS guide for Graduate Professional Education Programs
(OMBA, Trimester, & Quarter terms)

1. Login using this link: https://nextcatalog.baylor.edu/wen
2. Page showing INSTANCES (Terms) will display (shown below)
3. Select the appropriate term by clicking on it

CourseLeaf/CLSS – Instances   👤 ▇▇▇▇▇▇▇ ❓ ⎗ Log Out

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Historical		Current	Future
2021 Academic Year	2022 Academic Year	2023 Academic Year	Unsorted Instances
Spring 2021	Spring 2022	Spring 2023	Fall 2023
OMBA Spring 1 2021	OMBA Spring 1 2022	Winter Quarter 2022	Summer 2023
OMBA Spring 2 2022	OMBA Spring 2 2021	OMBA Spring 1 2023	Summer Quarter 2023
Spring Trimester 2021	Spring Trimester 2022	OMBA Spring 2 2023	Summer Trimester 2023
Spring Quarter 2021	Spring Quarter 2022	Spring 2023 Trimester	OMBA Summer 1 2023
Summer 2021	Summer 2022	Spring Quarter 2023	OMBA Summer 2 2023
OMBA Summer 1 2021	OMBA Summer 1 2022		
OMBA Summer 2 2021	OMBA Summer 2 2022		
Summer Trimester 2021	Summer Trimester 2022		
Summer Quarter 2021	Summer Quarter 2022		
Fall 2021	Fall 2022		
OMBA Fall 1 2021	OMBA Fall 1 2022		
OMBA Fall 2 2021	OMBA Fall 2 2022		
Fall Quarter 2021	Fall Trimester 2022		
Winter 2021	Fall Quarter 2022		
Winter Quarter 2021			

4. The scheduling units for the selected term will display (shown below)

CourseLeaf/CLSS – Summer Trimester 2023 – Refine Phase   👤 ▇▇▇▇▇▇▇ ❓ ⎗ Log Out

9 Scheduling Units   🔥 Visualize   ▼ Filter   Search [   ]
174 Courses   426 Sections

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⇕ ID	▲ Name	⇕ Courses	⇕ Sections
CSO	Computer Science Online	11	11
EDLO	Doctor of Education Online	20	68
DPT	Doctor of Physical Therapy Online	10	10
OSLD	Master of School Leadership Online	4	5
MDSC	Medical Science	0	0
OTD	Occupational Therapy Doctorate Online	13	13
OCSD	Online Communication Sciences & Disorders	25	57
ODNP	Online Doctor of Nursing	69	204
OMSW	Online Master of Social Work	22	58

5. Click on your scheduling unit

6. The display reflects a list of the sections rolled from the most-recent "like term".

7. Double-click on the course you want to edit and/or review for accuracy.

8. A list of sections will display (shown below).
9. If you wish to DELETE a section (ONLY PERMITTED PRIOR TO REGISTRATION), select the specific section and then click on the RED X. Please note if you delete a section while in Design Mode you will not be able to reuse that section number. You can rename sections when in Refine Mode.

10. If you wish to ADD a section, click on the GREEN + under the course that needs the section.

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online

20 Courses, 68 Sections
Refine Phase   Design Mode

View By ▾   ☑ Validate   ✘ Bridge Tools   🔥 Visualize   ▼ Filter   ▣ Framer   Export ▾
☐ Show courses with no sections

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❯ EDC 5350 – Teaching for Understanding   ⊗ ⊕

	OL1	CI	Pratt, Sarah (892580123)	T 5:30pm-7pm
	OL2	CI	Pratt, Sarah (892580123)	T 7:30pm-9pm
	OL3	CI	Ray, Brandi (889226196)	W 5:30pm-7pm
	OL4	CI	Ray, Brandi (889226196)	W 7:30pm-9pm

11. To delete ALL sections under a course heading select the red x

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online

20 Courses, 68 Sections
Refine Phase   Design Mode

View By ▾   ☑ Validate   ✘ Bridge Tools   🔥 Visualize   ▼ Filter   ▣ Framer   Export ▾
☐ Show courses with no sections

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                                                                                    Delete all sections

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12. To edit an existing section, simply click on it within the list.

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online

20 Courses, 68 Sections
Refine Phase   Design Mode

View By ▾   ☑ Validate   ✘ Bridge Tools   🔥 Visualize   ▼ Filter   ▣ Framer   Export ▾
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EDC 5391 – Social Foundations of Education

EDC 5392 – Issues in Diversity

EDC 6333 – Problem of Practice Phase Three

EDC 6336 – Qualitative Research and Data Analysis

EDC 6346 – Mentoring and Supervision

13. A detail section box will display (shown below). This box contains all of the details about the section and is the place where you will make edits to and/or confirm that information is already correct.

Fields within section detail:
1. Title/Topic – This comes from the COURSE-LEVEL and may only be updated if you have a Special Topics or Independent Studies course.
2. Section # - Please use ZERO +1 (ex: 01) for your sections. Alpha characters (ex: A1) should be used for co-requisite labs. *There is no longer a need to create sections using the OL leading alpha characters.*
3. Campus – This should be ONLINE for all GPE programs
4. Instructional Method – please refer to this guide to determine the appropriate method: https://registrar.web.baylor.edu/instructional-method-details-set
5. Visible on Web – This is defaulted to YES; if you select NO, then students cannot see this in the Schedule of Classes or in BearWeb. The use of NO here is discouraged.
6. Schedule Type – This comes from the COURSE-Level. Cannot be edited. If a change is needed, then departments must go through the approved Curriculum process to update.
7. Part of Term – Part of Term (Full Term) refers to the start/end dates for the ENTIRE term. Part of Term (OL Terms with special dates) refers to those sections with special dates.
   a. Part of Term FULL should be selected for all sections that BEGIN on the official Start date of the term, regardless of end date. Proper end date must be entered in Custom Dates area.
   b. Part of Term OL with special dates should be selected for all sections that begin AFTER the official start date of the term, regardless of end date. Proper start and end dates must be entered in Custom Dates area.

8. Credit hours – this comes from the COURSE-LEVEL and cannot be updated unless it is a variable hour course where you will define hours for that specific term (Ex: course with range from 1-3 credit hours that you want to only offer for 3 credit hours for that specific term; you would update to 3)
9. Status – ACTIVE reflected for all active courses. If registration has begun and you wish to no longer offer this course, you will select "CANCEL" (required once registration begins)
10. Special Approval – The field is used to indicate if you'll require Departmental approval or Instructor Approval for enrollment. Selection of either of these options will require you to grant overrides to any student approved to enroll.
11. Final Exam – PLEASE IGNORE THIS FIELD AS IT IS NOT APPLICABLE TO ONLINE PROGRAMS
12. Link to other sections – This should be reserved only for those sections where a lecture and co-requisite lab are needed (ex: NUR)
13. Restrictions – In this area, you will be able to see existing restrictions on your courses. For the GPE programs, we have historically restricted using the Student Attribute that matches your program (ex: EDLO students restricted to EDLO program sections). This should show up on your existing sections and should be ADDED when you ADD a new section.
14. Section Attributes – In this area, you will be able to see the existing section attribute assigned to your respective programs (ex: OCSD for the OSCD program). This should show up on your existing sections and should be ADDED when you ADD a new section.
15. Course Attributes – we do not currently have attributes set up at the course-level. No need to enter anything in this field.
16. Instructor – Enter instructor or instructors here. Percentages of instructions MUST equal 100% and one instructor should be indicated as Primary. (Primary default for sections with ONE instructor). *Please indicate Staff if instructor is not known at time of scheduling and may be added later.
17. Room will be ONLINE. Cannot update since Campus is ONLINE.
18. Schedule – Meeting times will display for synchronous Online sections. May be updated by clicking on pencil icon. *NOTE* Meeting times must be selected from programmed and approved meeting patterns.
19. Enrollment – Enter your maximum enrollment. Wait Cap should be ZERO.
20. Class Notes (visible to students) – You may enter short notes that are helpful to students. These will appear in the Schedule of Classes. For assistance, please reach out.

21. Comments to Registrar – You may enter information that you need the Office of the Registrar to know and/or consider in helping you get your section set up correctly.

22. Once you have completed entry, click on "Save Section".

23. Any errors or messages will display when you "Save".
    a. Errors – must be corrected
    b. Warnings – alert you to items that can be updated or submitted
    c. Workflow – will save and route through workflow for approval

24. Once you have completed the review of ALL of your sections, you will select "Validate" to submit your unit. *Note: for those units with more than one person, coordinate this step as you will not be able to validate until all sections are ready*