

CLSS Changes <i>What can I do?</i> <i>When can I do it?</i>	Design Mode (Planning Phase) <i>Information only in CLSS</i>	Refine Mode -> Plan Phase <i>CLSS data is pushed to PeopleSoft. Changes to CLSS data are moved into PeopleSoft regularly.</i>	Refine Mode -> Review Phase (Proofing Phase) <i>Final check before schedule publication. Changes made directly in CLSS.</i>	Refine Mode -> Publish Phase <i>Class Schedule available on Schedule Builder and Class Search</i>	COMMENTS
CLSS Actions					
Create new sections	Yes	Yes	Yes	Yes	New section may be created. If University Lecture Room required workflow will be routed to the Office of the Registrar.
Delete sections	Yes	Yes	Yes	No	Sections should be deleted until class schedule publication. After that point, they are to be changed to cancelled status.
CLSS Form Field					
Add or change Title/Topic	Yes	Yes	Yes	No	A topic class must have an approved topic identified prior to schedule publication. Consult the Selected Topic Proposal webpage for guidelines on new topic approval. Existing topics may be scheduled up to two times. Deadline to identify new topic is one month prior to registration. After that point, new sections may be added for only courses with existing approved topics.
Change section #	Yes	Yes	Yes	No	In Design Mode, you cannot reuse section numbers. (You must use section numbers that are not yet in PeopleSoft). Once the schedule is in Refine Mode, section numbers can be renumbered as needed.
Change unit value	Yes	Yes	Yes	No	If variable unit course, will be prompted to enter note stating fixed unit value.
Change class status	Yes	Yes	Yes	No	Once student enrollment begins, request for cancellation will be routed to the Office of the Registrar.
Change consent	Yes	Yes	Yes	No	Once the class schedule publishes, class consent may not be changed. For department consent sections, appropriate note must be added.
Change session (Summer only)	Yes (summer only)	Yes (summer only)	Yes (summer only)	No	

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Change Location (Cal Poly has one Campus (MAIN) but courses may be scheduled at external locations)	Yes	Yes	Yes	No	Only applies to classes offered through International Programs or off-campus locations
Change Mode of Instruction	Yes	Yes	Yes	No	**Options are P (In-Person), AM (Asynchronous), or SM (Synchronous). All In- Person course requests require dean's approval.
Change Schedule Print	Yes	Yes	Yes	Yes	
Change Meeting Pattern	Yes	Yes	Yes	No	
Add or Remove Class Notes	Yes	Yes	Yes	No	
Change Enrollment Max	Yes	Yes	Yes	Yes	If assigned to a University Lecture Room, the room will be released and workflow will be routed to the Office of the Registrar to determine if another space is available.
Change Enrollment Wait Cap	Yes	Yes	Yes	No	Waitlist should be capped at 99 as a general rule. Classes with a concurrent requirement may not have a wait list.
Change Enrollment Requested Room Cap	Yes	Yes	Yes	Yes	Cannot exceed capacity of assigned University Lecture space.
Change Final Exam format	Yes	Yes	Yes	Yes	Room assignments for final exams will be secured based on selection. If "no room needed" is selected than a University Lecture Room will not be scheduled for the exam.
Add or Modify Combined Section relationship	Yes	Yes	Yes	WF	Workflow will be generated to the Office of the Registrar if changes to combined sections are required after the class schedule publishes.
Change Cross-list (Combined) Enrollment Max Change Cross-list (Combined) Enrollment Wait Cap Change Cross-list (Combined) Enrollment Requested Room Cap	Yes	Yes	WF	WF	Workflow will be generated to the Office of the Registrar if changes to combined sections are required after the class schedule publishes.

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Change Component	Yes	Yes	Yes	WF	Workflow will be generated to the Office of the Registrar if changes are required after the class schedule publishes.
Change Link To (Associated Class relationship)	Yes	Yes	Yes	WF	Work will be generated to the Office of the Registrar.
Change Section Attributes	Yes (Certain)	Yes (Certain)	Yes (Certain)	Yes (Certain)	Access to update fully online course attribute in class schedule. Also update service learning section attribute.
Add/Remove Instructor	Yes	Yes	Yes	Yes	Default set to "Approve" status
Modify Instructor % Responsible	Yes, Can Split	Yes, Can Split	Yes, Can Split	No	Workload must equal 100% for the section.
Add/Change Room	Yes	Yes	Yes, Dept Managed Changes to University Lecture will route WF	No	May change department managed space until classes begin. Once classes begin workflow will be routed to Office of the Registrar for any changes. Room changes involving University Lecture space will be routed to the Office of the Registrar.
Add/Change Room Attributes	Yes	Yes	Yes	No	If University Lecture space is assigned and room characteristic is changed, workflow will be routed to the Office of the Registrar.
Add/Change Comments	Yes	Yes	WF	No	Comments are not viewable by students or in the class schedule. They are internal notes. After the Proofing stage, workflow will be routed to the Office of the Registrar if there are changes to comments.