

CourseLeaf CLSS Terminology Glossary

Spring 2027 Scheduling

A note about terminology: CourseLeaf CLSS and Banner sometimes use different words for the same or closely related scheduling objects. The most important translation is **CourseLeaf Section = Banner CRN**. The crosswalk below highlights these relationships where they were supported by the training or clarified for local use.

Quick CourseLeaf-to-Banner Crosswalk

CourseLeaf CLSS	Banner / Local Equivalent	How to Think About It
Instance	Term / Semester	The top level in CLSS (for example, Spring 2027).
Scheduling Unit	Department/subject scheduling area	The permission and submission grouping used in CLSS. It may contain one or more departments, subjects, or specially assigned courses.
Course	Course / subject + catalog number	The curriculum-approved course (for example, COMM 1) under which sections are created.
Section	CRN	A specific offering of a course for the term. In practical scheduling terms: CourseLeaf Section = Banner CRN.
Section ID	Section identifier	The CLSS section identifier. It auto-generates; the training specified Section ID 0 for online sections.
Fully approved workflow	Update to Banner	Sections are not available in Banner for enrollment until the CLSS approval workflow is complete.

CLSS Definitions

Admin / Administrator: A user with administrative responsibility for CLSS. In the training, admins were described as setting phases, maintaining permissions/roles, and addressing system rules or configuration issues. The Scheduling Office may perform admin functions.

Approver: A person assigned to a workflow step who reviews a scheduling unit or section. Approvers may approve, edit, or roll back a submission. Examples include department chairs, deans, and the Class Scheduling Office.

Cancel: The action used in Refine Mode when a section will no longer be offered. Remember: Design = delete; Refine = cancel.

Child Section: In a cross-listing, a section whose primary scheduling configuration is controlled by the parent section. Shared information such as Part of Term, instructor, room, and meeting schedule comes from the parent.

Combine With: The CLSS function used to connect a child section to its parent for a cross-listing.

Combined Enrollment Maximum: The total enrollment limit across combined/cross-listed sections. This is controlled at the parent-section level.

Course: The curriculum-approved course under which sections are scheduled. Course-level information is distinct from the individual section/CRN offered in a particular term.

Cross-Listed / Combined Sections: Two courses/sections with different IDs that share primary scheduling information, such as instructor, room, and meeting times. The training distinguished cross-listing from linking.

Design Mode: The initial schedule-building mode. Schedulers create and edit sections and may delete them. The entire scheduling unit is submitted together through workflow.

Error: An alert that prevents the scheduler from saving or moving forward until the issue is corrected.

Filter: A tool used to narrow the schedule display by codes or fields such as instructional method, instructor, Part of Term, room, or meeting pattern.

Instance: CLSS terminology for the top-level scheduling period; the trainer noted that this may also be referred to as the term. Instances are organized by Spring, Summer, Fall, and potentially Winter.

Instructional Method: A section-level code describing how instruction is delivered, such as face-to-face, online, or HyFlex. The training emphasized that filtering uses the code rather than the displayed name.

Internal Department Comments: Internal notes visible to schedulers/approvers, not students. Before workflow, these should be actionable or explain something requiring review, such as justification for custom dates.

Maximum Enrollment: The enrollment cap for the individual section/CRN. Room capacity cannot be lower than the section maximum enrollment.

Meeting Pattern: The days and times associated with a section. CLSS contains standard meeting patterns and also permits user-defined patterns. A section can have more than one meeting pattern.

Parent Section: The controlling section in a cross-listing. Create the parent first. Its primary scheduling configuration flows to its child section(s).

Part of Term (POT): The established date range for the section. Standard Parts of Term should be used whenever possible; Part of Term 99 is used for custom dates and requires additional review/justification.

Phase: A manually controlled stage in the scheduling timeline. Admins set the current phase. Phases can determine whether editing is allowed and which alerts are triggered. Phases are different from Design/Refine modes.

Refine Mode: The mode entered automatically after the initial scheduling unit has been approved. Changes are then handled section by section, and sections are cancelled rather than deleted.

Roll Back: An approver action that returns a scheduling unit or section to the scheduler or a previous workflow step for correction. It must then move through the workflow steps again.

Schedule Print: The setting that controls how the section is presented for search/registration. The training reviewed locally permitted options and noted that most sections should be viewable in search and available for registration.

Schedule Type: A section code describing the type of scheduled instruction, such as lecture or lab. CLSS rules may require the Schedule Type to correspond with the selected Instructional Method.

Scheduler: A user given editing permissions for one or more scheduling units. Schedulers create/manage sections and submit the scheduling unit (Design) or individual section changes (Refine) into workflow.

Scheduling Unit: The CLSS grouping used to organize permissions and scheduling responsibility. Scheduling units are composed primarily of departments and subjects, though individual courses can be assigned differently when needed. Sections are created and managed inside the scheduling unit.

Section: A specific offering of a course in a term. For SRJC scheduling purposes, think of this as the Banner CRN: CourseLeaf Section = Banner CRN. Section information includes items such as instructor, meeting times, attributes, and enrollment settings.

Section Comments: Student-facing comments associated with a section. These should contain information students actually need that is not already obvious from the dates or other displayed section information.

Section ID: An identifier within the CLSS section record. It is automatically created; the training specified changing it to 0 for an online section.

Start Workflow: The CLSS action that submits the scheduling unit or section into the approval process. CLSS generates the appropriate workflow based on the information and conditions in the schedule.

Validate: A tool that checks the scheduling unit against current CLSS rules and identifies issues that need attention before submission.

Visualize: A CLSS tool for displaying and reviewing schedule information, useful for reviewing schedules and creating reports.

Waitlist Capacity: The maximum number of students allowed on a section/CRN waitlist. For Spring 2027, the training specified 22 as the minimum for each CRN.

Warning: An alert that flags something outside standard scheduling expectations. Unlike an error, a warning does not necessarily prevent the scheduler from proceeding.

Workflow: The CLSS approval process. In Design Mode, the scheduling unit goes through workflow; in Refine Mode, new sections or section edits go through workflow individually. Once all required approvals are complete, the information proceeds to Banner.

Workflow Alert: An alert indicating that information entered on a section triggers an approval requirement or workflow condition.