
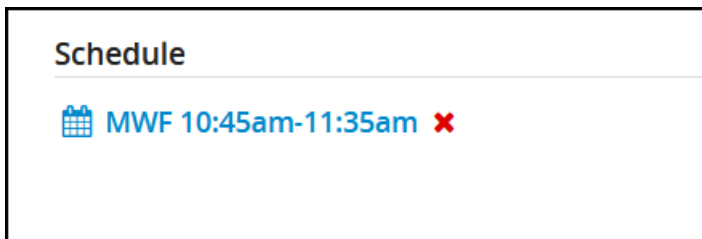
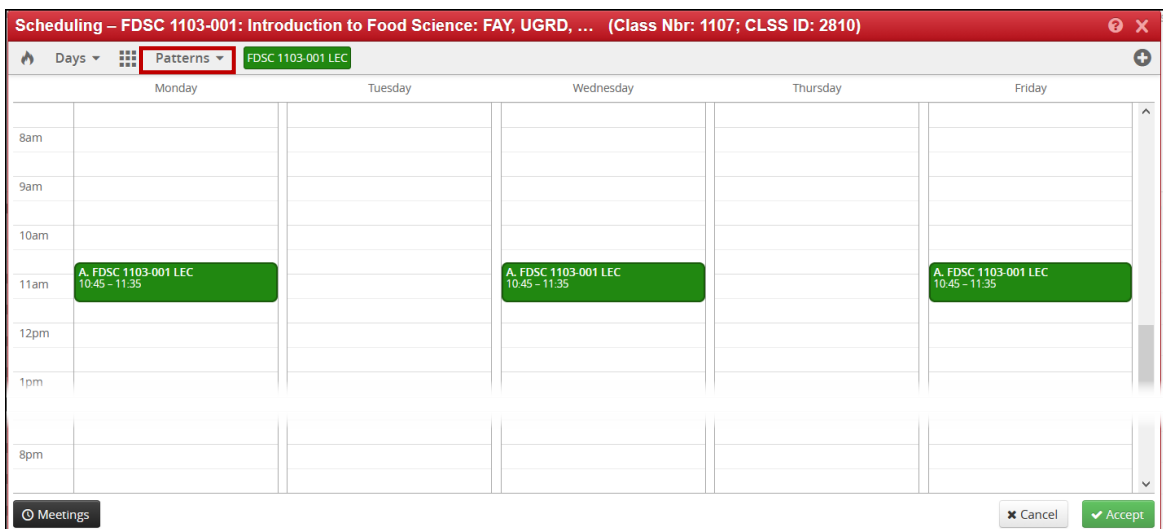


1. Navigate to CLSS – CourseLeaf at <https://nextcatalog.uark.edu/wen> and log in.
2. Click the specific term needed.
3. Locate the department code from the **ID** or **Name** column. List can be sorted by clicking on  by the column name. Sort can be ascending or descending order.
4. Double click on the **Department ID** to open the course selection.
5. Double click on the course name to open the class selection.
6. Double click on the specific class.
7. Click on Meeting Pattern link under **Schedule**.

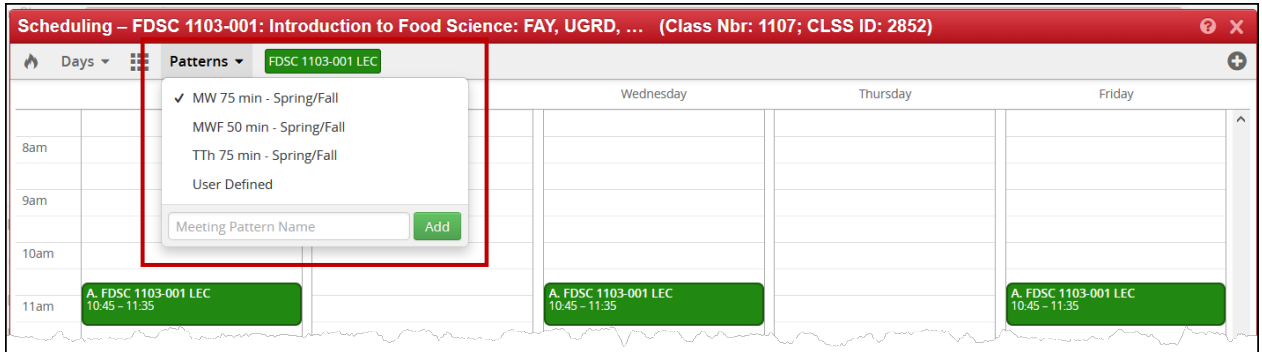


8. The Snapper window will open. Click on the **Patterns** drop-down. The class is highlighted in bright green.

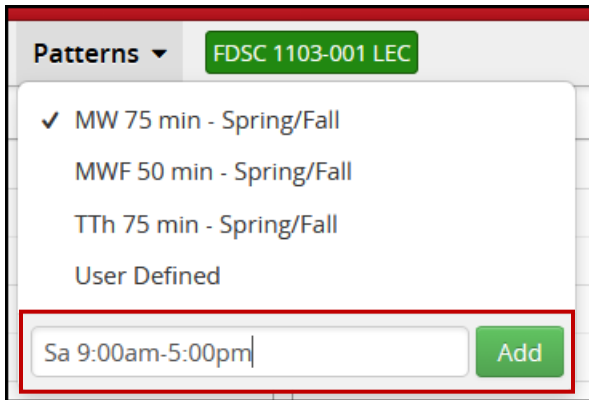


9. Official meeting times are displayed by mousing over the snapper window.
10. Select the correct meeting pattern for this class.
11. Window will close when a time is selected.

12. If the desired meeting pattern is not displayed, click the **Patterns** drop-down menu and select **User Defined**.



13. Enter a meeting pattern name and click the **Add** button.



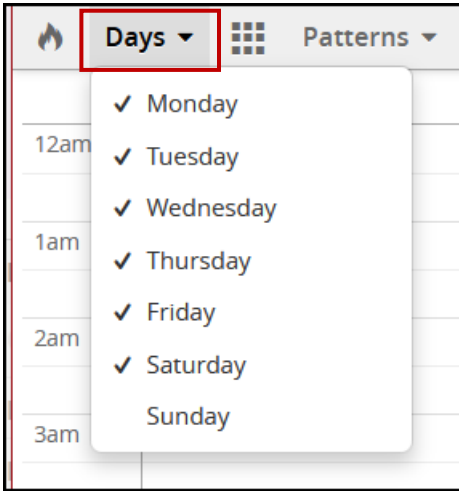
**NOTE:** Meeting patterns must be formatted as follows: Day abbreviation, space, start time, dash, end time. Example: **Sa 9:00am-5:00pm**. Abbreviations available for use are listed below.

Days	Abbreviation
Sunday	Su
Monday	M
Tuesday	T
Wednesday	W
Thursday	Th
Friday	F
Saturday	Sa

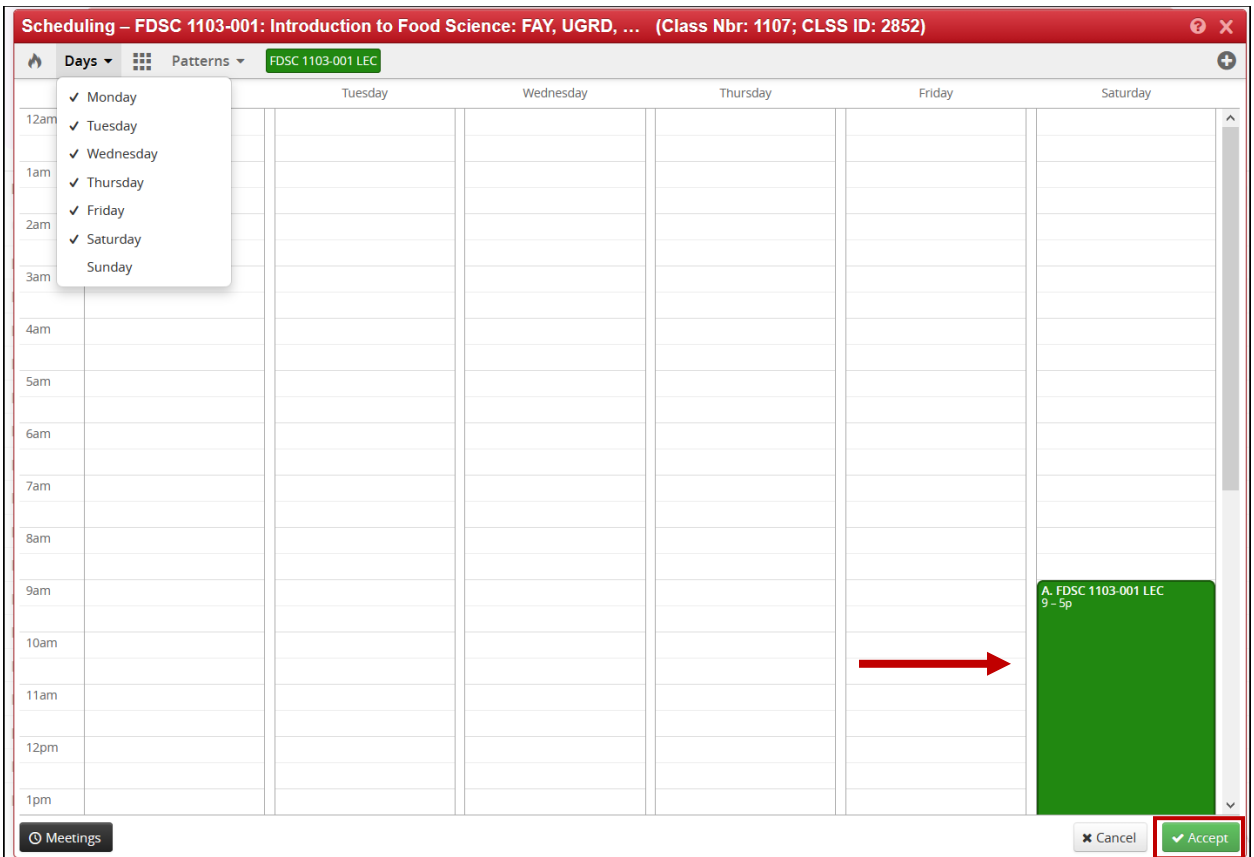
If the correct format is not used, a message will display:



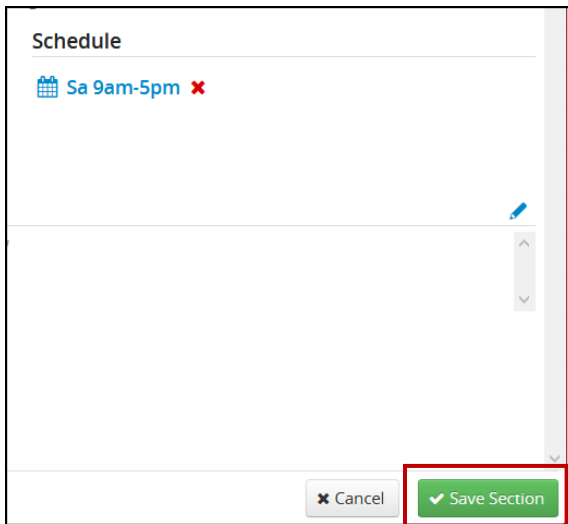
- Click the Days drop-down menu to add Saturday and Sunday to the snapper window view. *If scheduling days include Saturday and Sunday, those days must be selected.*



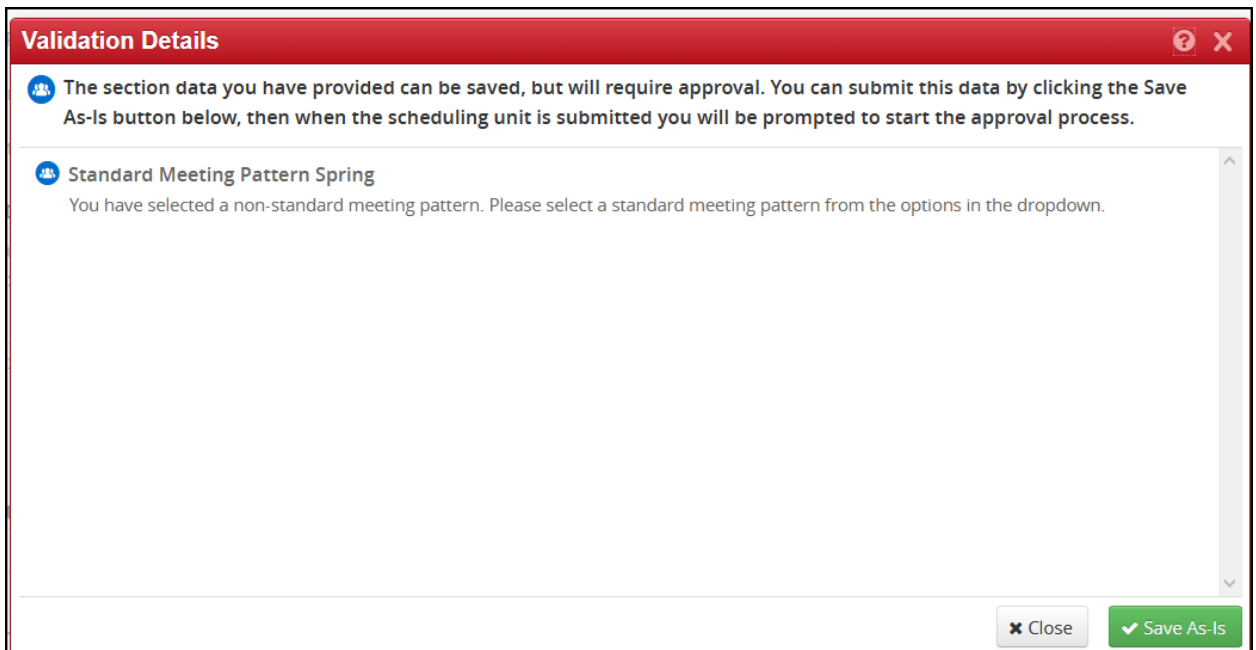
- Class displays in the snapper window. Click **Accept**.



16. Click **Save Section**.



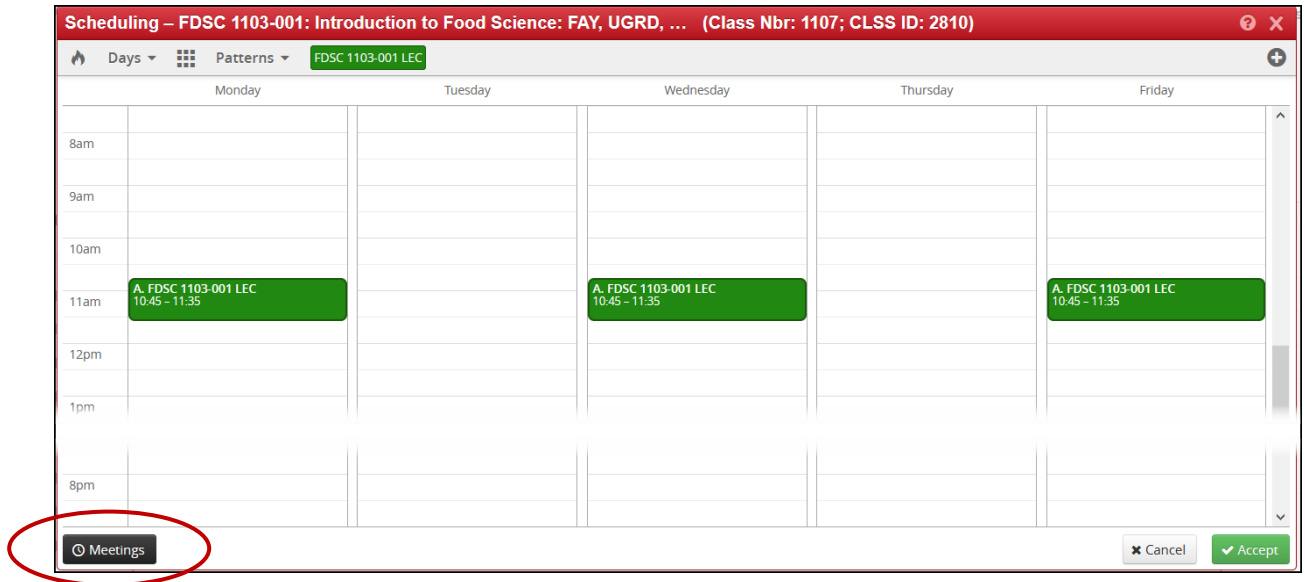
17. Click the **Save As-Is** button. *This message only appears for non-standard meeting patterns.*




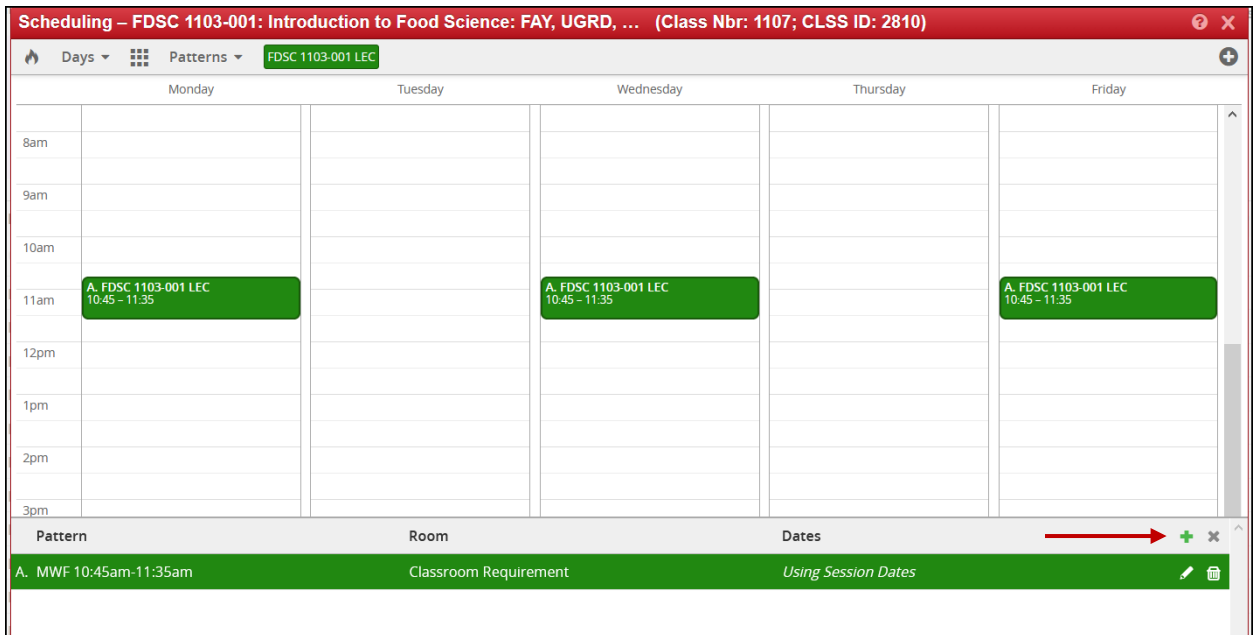
### Creating Multiple Meeting Patterns

Multiple Meeting Patterns are used for classes that have regularly scheduled class meetings for lecture or lab, but tests are given outside of the normal class meeting.

1. Click on the Meetings button.



2. Click the  sign.



3. Select the appropriate response to the drop-down menus.
  - a. Room
    - i. Room: No Room/No Meeting Pattern
    - ii. Classroom Requirement
  - b. Dates
    - i. Date range of the regular semester
    - ii. Custom (Date boxes will appear) Enter appropriate date
4. Click in the date field to display calendar.
5. Click Accept.

**Meeting Details**

Pattern: Does Not Meet

Room: Classroom Requirement

Dates: Custom

02 / 20 / 2020 to 02 / 20 / 2020

Cancel Accept





6. Enter all dates needed. The multiple meetings will continue to stack on the class.

**Scheduling – FDSC 1103-001: Introduction to Food Science: FAY, UGRD, ... (Class Nbr: 1107; CLSS ID: 2810)**

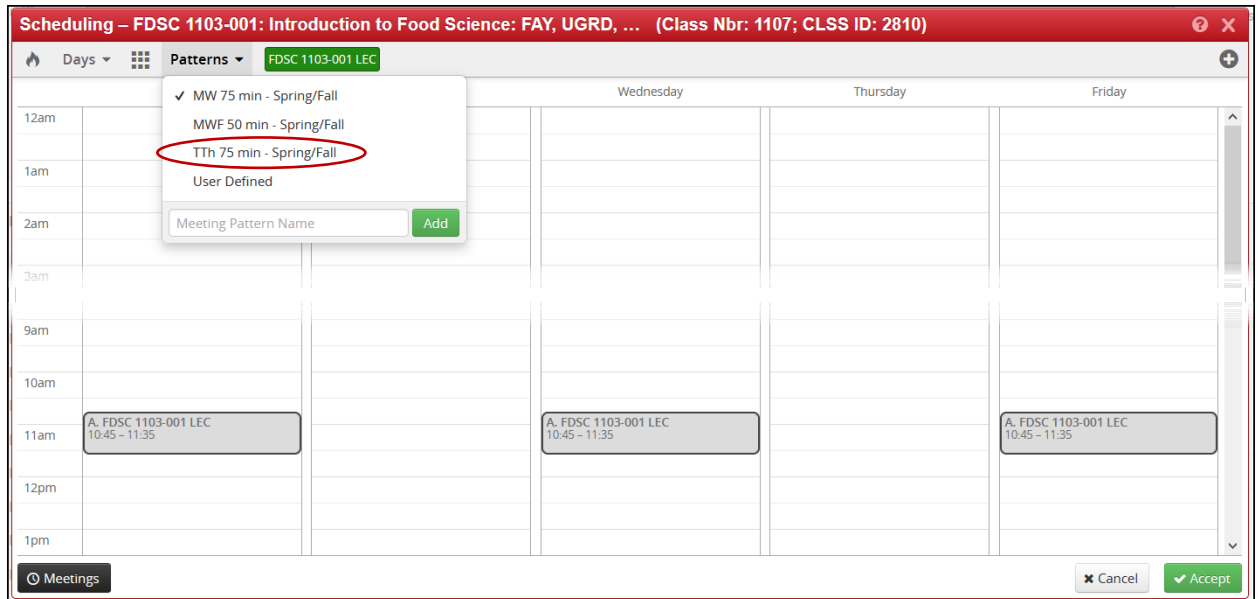
Days	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am	A. FDSC 1103-001 LEC 10:45 – 11:35		A. FDSC 1103-001 LEC 10:45 – 11:35		A. FDSC 1103-001 LEC 10:45 – 11:35
12pm					
1pm					
2pm					

Pattern	Room	Dates
A. MWF 10:45am-11:35am	Classroom Requirement	Using Session Dates
B. Does Not Meet	Classroom Requirement	2/20/2020
C. Does Not Meet	Classroom Requirement	4/2/2020

- Click the row that requires a meeting pattern assignment.

A. MWF 10:45am-11:35am	Classroom Requirement	Using Session Dates	
B. Does Not Meet	No Room/No Meeting Pattern	2/20/2020	 
C. Does Not Meet	No Room/No Meeting Pattern	4/20/2020	 

- Click on the Patterns drop-down menu and select the appropriate meeting pattern or select User Defined and enter a meeting pattern.



Scheduling – FDSC 1103-001: Introduction to Food Science: FAY, UGRD, ... (Class Nbr: 1107; CLSS ID: 2810)

Days: ▼ Patterns: FDSC 1103-001 LEC

MW 75 min - Spring/Fall  
 MWF 50 min - Spring/Fall  
 TTh 75 min - Spring/Fall  
 User Defined

Meeting Pattern Name  Add

Meetings Cancel Accept

- Repeat steps 7 and 8 for each meeting pattern entered and then click Accept.
- Click Save Section.