CLSS - CourseLeaf   Scheduling Min Session Classes

1. Navigate to CLSS – CourseLeaf at https://nextcatalog.uark.edu/wen and log in.

2. Double click on the desired term from the dashboard.

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 the **Session** drop-down.

Edit Section – ENGL 1013-002: Composition I (ACTS Equivalency = ENGL 1… (Class Nbr: 1378; CLSS ID: 2546)

Section Information

Title/Topic	Composition I (ACTS Equivalency = ENGL
Section #	002
Credit Hrs	3
Status	Active
Schedule Print	Yes
Component	Lecture
Link To	Not linked to other sections

Session	Regular Academic Session - 1 (1/13/20 to
Campus	Univ of Ark, Fayetteville (University of Ark
Inst. Method	Face to Face
Drop Consent	No Special Consent Required
Add Consent	No Special Consent Required
Grade Mode	Graded
Combined With	Select section…

Section Attributes ✎
Course Method Codes: Lecture
Course Type: Organized Course

Course Attributes
Course Method Codes: Lecture
Course Type: Organized Course

Instructor
Staff

Room
Classroom Requirement
Room Characteristics ✎
Tech Type: Standard Lite

Schedule
📅 MWF 8:35am-9:25am ✖

8. Select **Mini Session**.

| |
|---|
| Regular Academic Session - 1 (1/13/20 to 4/30/20) |
| Eight Week - First - 8W1 (1/13/20 to 3/3/20) |
| Eight Week - Second - 8W2 (3/4/20 to 4/30/20) |
| Intersession - INT (1/2/20 to 1/10/20) |
| Mini Session - MIN (1/13/20 to 4/30/20) |
| Twelve Week - 12W (1/13/20 to 4/10/20) |

9. Click on Meeting Pattern link under **Schedule**. **NOTE**: Custom meeting dates can still be entered even if the class does not have an associated meeting days or time set.

Schedule
📅 Does Not Meet

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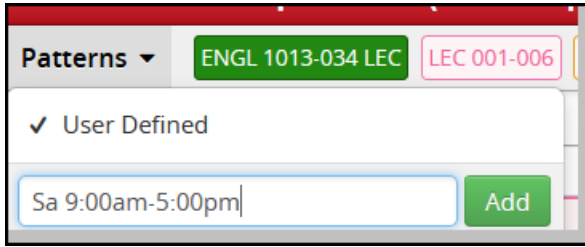
NOTE: Meeting patterns must be formatted as follows: Day abbreviation, space, start time, dash, end time. Example: Sa 9:00am-5:00pm. Abbreviations available for use are listed below:

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:

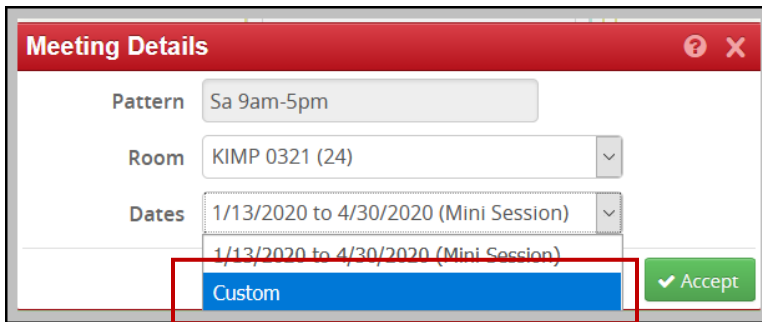11. Click on the **Meetings** button when Snapper Window displays.
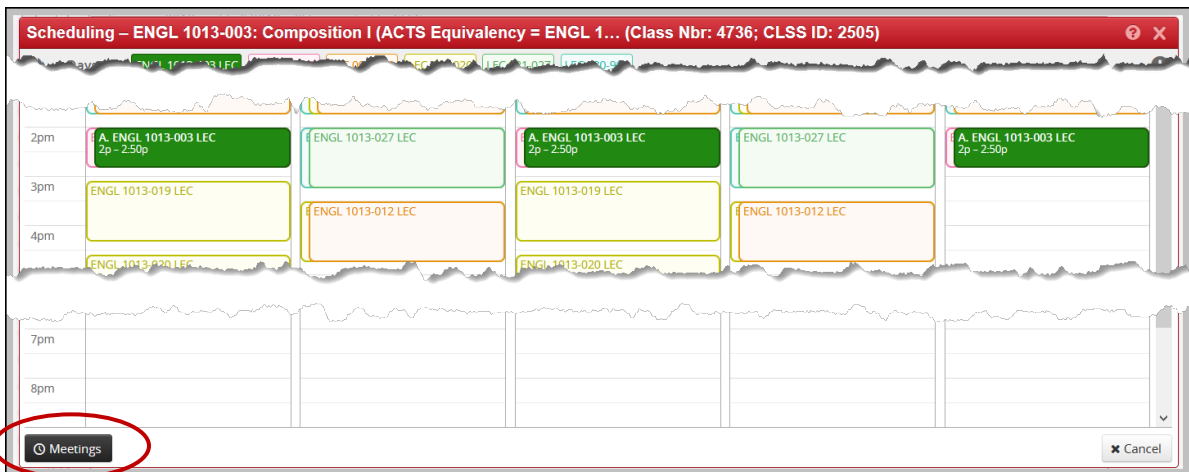
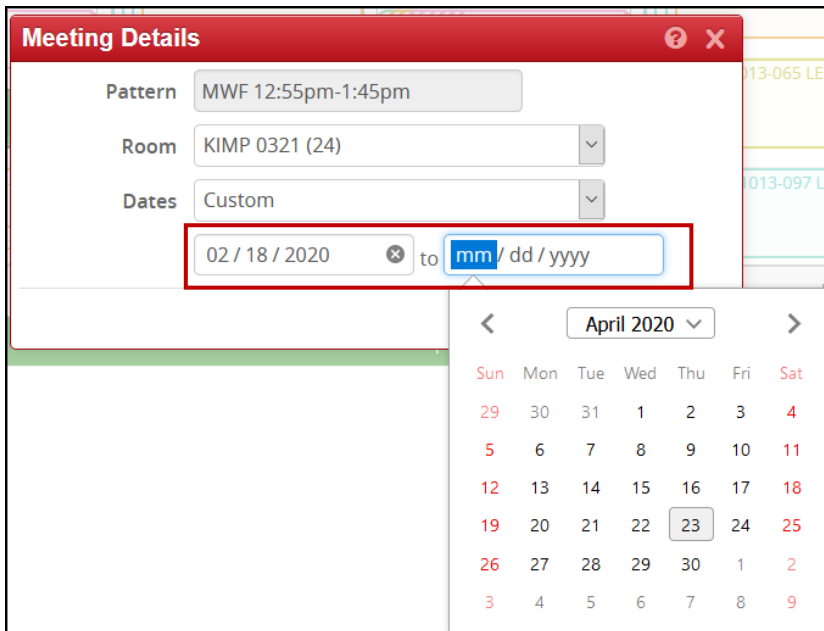12. Click the **pencil** to edit the Meeting Details.
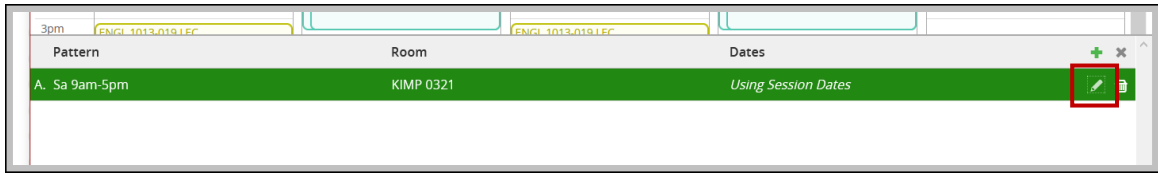
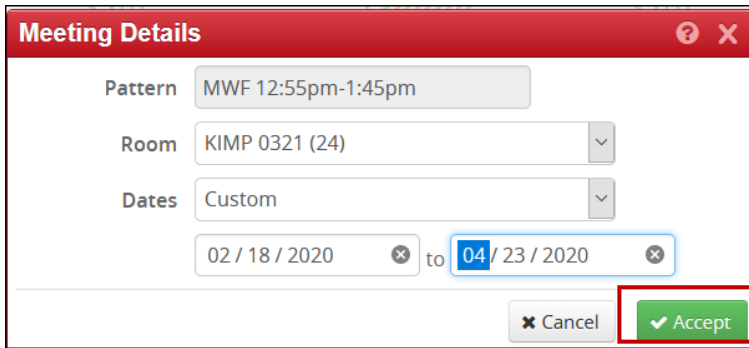13. Click the drop-down menu in the **Dates** field.

14. Select **Custom**.

15. Change the Date fields as needed by clicking on the date field and selecting the specific date from the calender. Custom meeting dates can still be entered even if the class does not have an associated meeting days or time set.
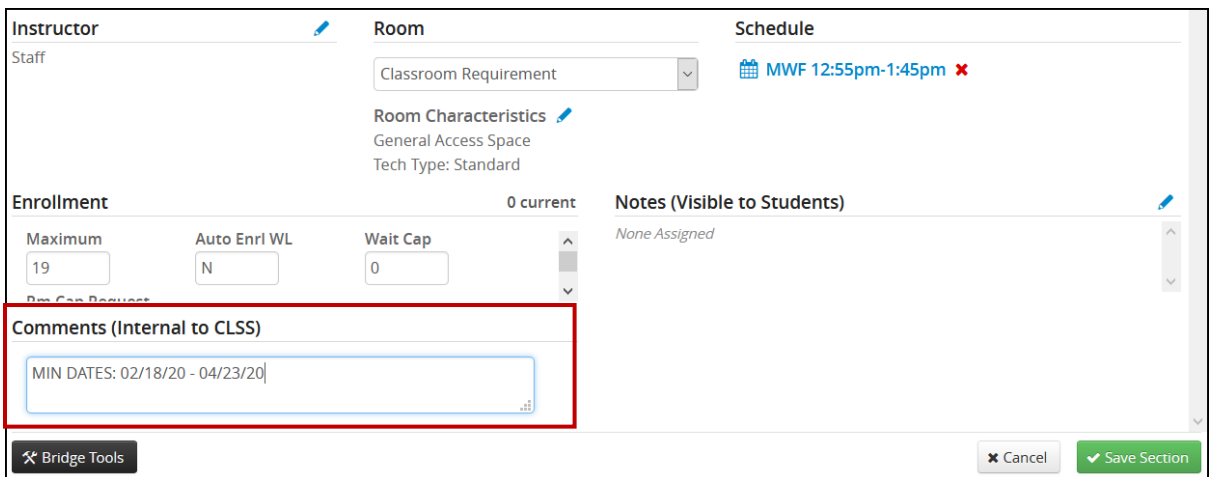

16. Click **Accept** to save changes.

Meeting Details

Pattern	MWF 12:55pm-1:45pm
Room	KIMP 0321 (24)
Dates	Custom

02 / 18 / 2020 to 04 / 23 / 2020

✖ Cancel   ✔ Accept

17. Enter the min session dates in the **Comments** field.

Instructor	✏	Room		Schedule
Staff		Classroom Requirement		📅 MWF 12:55pm-1:45pm ✖
		Room Characteristics ✏		
		General Access Space		
		Tech Type: Standard		

Enrollment   0 current

Notes (Visible to Students)   ✏

None Assigned

Maximum	Auto Enrl WL	Wait Cap
19	N	0

Rm Cap Request

Comments (Internal to CLSS)

MIN DATES: 02/18/20 - 04/23/20

✖ Bridge Tools   ✖ Cancel   ✔ Save Section

18. Click **Save Section**.