Class (CLSS) Quick Reference

Logging in

Go to https://nextcatalog.unk.edu/wen and log in using your UNK username (email address that appears before the @ sign) and password.

Steps in Building a Class Schedule

1. Choose the term from the **Instances** page.
2. Double click on the appropriate **Scheduling Unit (Department)** name.
3. On the scheduling unit screen, double click on a course title to show the sections.
4. Double click on the section to open **Edit Section**.
5. Make edits as necessary.
6. Click **Save** Section.
7. Take notice or action of any errors or warnings

Error ⛔   Warning ⚠   Workflow 🔵

8. Once the schedule is ready to be submitted, select **Validate**   ☑ Validate

9. Correct all errors, **Validate** again, and click on **Start Workflow**   👥 Start Workflow
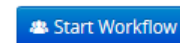
CLSS Pointers

→ There are three phases of the class schedule 1) Build Phase, 2) Edit Phase, and 3) Publish Phase. Each phase has deadlines and limitations – refer to Actions Outline.

→ Check "Show courses with no section" to include all active courses in the catalog, including those without sections for the semester.

→ Use the "Expand All Arrows" or "Collapse All Arrows" to view all sections or hide all sections on the Scheduling Unit Page.

→ To cancel a section, change the status to Stop Further Enrollment and set the Enrollment Capacity to zero. The section can only be deleted during the Build and Edit Phases

→ To add two or more meeting patterns to a section (ex. Blended face to face), click on [Meetings] when the green pattern bar appears, click the green plus sign and complete the Meeting Details box for each meeting pattern needed.

→ When editing the meeting date, be sure to click [Accept] in the Meeting Details Box, close the green meeting pattern bar by clicking the gray X and click [Accept] in the lower right-hand corner to save meeting dates.