<u>CLSS Documentation for Exemption from the Standard Course Evaluation – Adding & Removing the</u> <u>Attribute</u>:

Directions for adding and removing the Exempt from Standard Course Evaluation Attribute to a section in CLSS. This attribute can be added to any course regardless of section number or instruction mode.

1, To Add the attribute, pull up the section in CLSS and click on the pencil icon for Section Attributes.

Edit Section -	ACCTG 411-000	1: Acc	ounting Informatio	n Systems (Green Bay) (SIS ID: 2298; CLSS ID: 144)		Ð	8	×
Section Inform	ation					Fall 20	023, A	CCTG	1
Title/Topic	Accounting Inform	ation Sys	tems (Green E 🗸	Session	Regular Academic Session (9/6/23 to 12/1 v	•			
Section #	0001			Custom Dates	mm / dd / yyyy 📋 to mm / dd / yyyy	Ö			
Location	Green Bay Campus	5	~	Credits	4				
Inst. Mode	In Person		~	Status	Active	•			
Schedule Print	Yes		~	Consent	No Add Consent; No Drop Consent Requi 🗸	•			
Component	Lecture		~	Grading Basis	Graded	•			
Final Exam	(No Option Selecte	d)	~	Link To	Not linked to other sections				
Combine With	Select section		~	1					
Section Attribu	tes			Course Attrit	outes				
Course Level for C	DR: Undergraduate-	Upper Le	evel	Course Level fo	r CDR: Undergraduate-Upper Level or TIS: Hoper				
Instructor	is. opper		Room	course zeverro	Schedule				
To, Be, Announced	ł		WH-114 (35)	~	🛗 TR 2pm-3:50pm 🗙				
Enrollment6 cur	rrent			Notes					
Maximum 35	Wait Cap		Rm Cap Request	1. You can de Accounting found here	clare major or minor in Business Administrati y by using the Declaration of Major/Minor/Cer :: http://www.uwgb.edu/registrar/forms/index	ion or tificate c.asp	e-for	m ~	
Internal Comm	ents for RO								
X Bridge Tools	User View				× Cancel	v	Save S	Secti <u>o</u>	n

2, Select the green + (plus) button. Next, select from the dropdown menu the attribute: "Standard UWGB Course Eval: Exempt from Standard Course Evaluation".

Section Attributes		ΘX
Attribute		0
Course Level for CDR: Undergraduate-Upper Level	~	
Course Level for TIS: Upper	~	
Select		1
		✓ Accept
Select	^	
Additional Course Fees: \$25 course fee		
Additional Course Fees: \$50 course fee		m 🗙
Additional Course Fees: \$75 course fee		
Additional Course Fees: \$100 course fee		
Additional Course Fees: \$125 course fee		in Business Ad
Distance Education: Partial Distance Education		tion of Major/
Distance Education: Total Distance Education		du/registrar/fo
Standard UWGB Course Eval: Exempt from Standard Course Evaluation		
Tuition Waived: BSN @ Home		
Tuition Waived: Consortium		

3, Click Accept

Section Attributes		0	X
Attribute			0
Course Level for CDR: Undergraduate-Upper Level	~		
Course Level for TIS: Upper	~	•	
Standard UWGB Course Eval: Exempt from Standard Course Evaluation	~	*	
× Cancel		🗸 Acc	tept

4, Click Save Section

Edit Section -	ACCTG 411-0001: Acco	ounting Informa	ition Systen	ns (Green Bay)	(SIS ID: 2298; CLSS ID: 144)	(9 0 X
Section Informa	ation					Fall 202	23, ACCTG
Title/Topic	Accounting Information Sys	tems (Green E 🗸		Session	Regular Academic Session (9/6/23 to 12/1 ~		
Section #	0001			Custom Dates	mm / dd / yyyy 📋 to mm / dd / yyyy	\Box	
Location	Green Bay Campus	~		Credits	4		
Inst. Mode	In Person	~		Status	Active ~		
Schedule Print	Yes	~		Consent	No Add Consent; No Drop Consent Requi 🗸		
Component	Lecture	~		Grading Basis	Graded v		
Final Exam	(No Option Selected)	~		Link To	Not linked to other sections		
Combine With	Select section	~					
Section Attribut	tes		1	Cours e Attrib	outes		
Course Level for C Course Level for Ti Standard UWGB C	DR: Undergraduate-Upper Le IS: Upper ourse Eval: Exempt from Star	evel ndard Course Evalua	ation	Course Level fo Course Level fo	r CDR: Undergraduate-Upper Level r TIS: Upper		
Instructor		Room			Schedule		
To, Be, Announced	Ŀ	WH-114 (35)		~	🛗 TR 2pm-3:50pm 🗙		
Enrollment6 cur	rrent			Notes			
Maximum 35 Internal Comm	Maximum Wait Cap Rm Cap Request 35 5 35 Internal Comments for RO Internal Comments			1. You can dee Accounting found here	Lare major or minor in Business Administratic by using the Declaration of Major/Minor/Certi http://www.uwgb.edu/registrar/forms/index.	in or ificate e asp	-form
☆ Bridge Tools	🔒 User View				× Cancel	✓ S	ave Section

5, To Remove the attribute, pull up the section in CLSS and click on the pencil icon for Section Attributes.

Edit Section –	ACCTG 411-000	1: Accounting	Inform	nation Syste	. (SIS ID: 2298; CLSS ID: 144)	0 X
Section Informa	ation				Fall 2023	, ACCTG
Title/Topic	Accounting Inform	ation Systems 🗸		Session	n Regular Academic Session (9/6/2 🗸	
Section #	0001			Custom Dates	s mm/dd/yyyy 🗊 to	
				mm/dd/yyyy		
Location	Green Bay Campu	s 🗸		Credit	s 4	
Inst. Mode	In Person	~		Status	s Active 🗸	
Schedule Print	Yes	~		Consen	t No Add Consent; No Drop Conse 🗸	
Component	Lecture	~		Grading Basis	s Graded 🗸	
Final Exam	(No Option Selecte	ed) 🗸		Link To	Not linked to other sections	
Combine With	Select section	~	1			
Section Attribut	tes			Course Attril	butes	
Course Level for C	DR: Undergraduate-	Upper Level		Course Level fo	or CDR: Undergraduate-Upper Level	
Course Level for 1	S: Upper	Poom		Course Level fo	or IIS: Upper	
To, Be, Announced					TP 2nm 3:50nm ¥	
		WH-114 (35)		Y ■		
Enrollment25 cu	irrent			Notes		
Maximum	Wait Cap		*	1. You can de	clare major or minor in Business	^
35	5			of Major/N	ation or Accounting by using the Declarati /linor/Certificate e-form found here:	on U
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Internal Commo	ents for RO					
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🛠 Bridge Tools	🔒 User View				🗙 Cancel 🗸 Sav	e Section

6, Click the trash can icon next to the attribute. Then click Accept.

Section Attributes		6) X	
Attribute			C	
Course Level for CDR: Undergraduate-Upper Level	~			
Course Level for TIS: Upper	~		ł	
Standard UWGB Course Eval: Exempt from Standard Course Evaluation	~)		
× Cancel		🗸 Ac	cept	
		_		

7, Click Save Section

Edit Section –	ACCTG 411-000	1: Accounting	Inform	nation Syste	(SIS ID: 2298; CLSS ID: 144)	ΘX
Section Informa	ation				Fall 2023	, ACCTG
Title/Topic	Accounting Inform	ation Systems 🗸		Session	Regular Academic Session (9/6/2 🗸	
Section #	0001			Custom Dates	mm/dd/yyyy 🗊 to	
				mm/dd/yyyy		
Location	Green Bay Campu	5 🗸		Credits	4	
Inst. Mode	In Person	~		Status	Active 🗸	
Schedule Print	Yes	~		Consent	No Add Consent; No Drop Conse 🗸	
Component	Lecture	~		Grading Basis	Graded 🗸	
Final Exam	(No Option Selecte	d) 🗸		Link To	Not linked to other sections	
Combine With	Select section	~				
Section Attribut	tes			Cours e Attrib	utes	
Course Level for Cl	DR: Undergraduate-	Jpper Level		Course Level for	r CDR: Undergraduate-Upper Level r TIS: Upper	
Instructor	J. Opper	Room		Sc	hedule	
To, Be, Announced		WH-114 (35)		~	TR 2pm-3:50pm 🗙	
Enrollment25 cu	irrent			Notes		1
Maximum	Wait Cap		4	1. You can dec	lare major or minor in Business	^
35	5			of Major/Mi	ion or Accounting by using the Declarat nor/Certificate e-form found here:	ion •
Internal Comme	ents for RO					
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