

CourseLeaf CLSS  
(CourseLeaf Section Scheduler)  
Quick Guide

### How to Log In

1. Go to: <https://nextbulletin.auburn.edu/wen>
2. Log in with your Auburn username and password.

### Steps for Creating a Schedule

1. Choose the instance (term or semester)
2. Choose the appropriate scheduling unit by double clicking the scheduling unit name
3. From there, choose the course to schedule
4. Double click the course title to reveal sections
5. Click the plus icon to add a new section *or* double-click a section to edit it
6. Make edits as necessary
7. Click Save Section
8. Observe any errors or warnings



9. Once you are ready to submit your schedule select Validate

 Validate

### Help Documentation

Click help  for additional CLSS resources  
or visit <https://luc.courseleaf.com/help>



## Notes

### CLSS Tips and Tricks

#### Meeting Patterns

1. Click on “Does Not Meet” to add a meeting pattern.
2. Click on the “Patterns” dropdown in the upper left.
3. Choose the appropriate pre-defined meeting pattern.
4. Using the mouse, hover over the grid to see all the times for that pattern.
5. Click on an option to snap it into place.
6. If you need a user-defined pattern, enter the meeting pattern in the following format: *Day code, space, start time, dash, stop time*. You may use 12- or 24-hour clock. Examples:  
M 9:00am-10:50am  
MWF 11:20a-1:30p  
TR 1400-1530
7. Need to add an additional pattern? Click on the black “Meetings” button in the lower left corner and then click the plus sign to add a new pattern.

#### Questions?

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