



REGISTRAR REPORT

Office of the University Registrar | Spring 2017 Edition

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What's New?

- ◆ Preferred Name Soft Launch Occurred 01/06/2017
- ◆ New Major/Minor Workflow
- ◆ New Leave/Withdrawal Workflow
- ◆ CourseLeaf Went Live

And Then There Was CourseLeaf...

Yvette Moore

Schedulers, imagine **not** having to:

- Map out classes on a handwritten or excel grid
- Complete a long awkward spreadsheet to submit your class schedule
- Wait for your schedule to be entered into OPUS
- Be notified that a proof of your schedule is available
- Pull and review a proof
- Submit updates then wait for the updates to be made in OPUS
- Pull and review another proof and wait for online forms to become available
- Submit online forms for any Adds/Changes Cancellations (up to a 48 hour turn-around)
- Continue to submit requests throughout the summer

No need to imagine any longer, **CourseLeaf** is here!

CourseLeaf/CLSS is the system Emory University will use to allow departments/schools to create a schedule of classes that will feed directly into OPUS. CourseLeaf is a very user friendly and efficient tool. It is a "one stop shopping" tool for schedulers. They can plan, enter, update, proof, view, and print class schedules for their department school. The Go-Live date for **CourseLeaf** was **January 23, 2017**, for Emory College, Laney Graduate School, School of Nursing, and the Business School. The feedback has been very positive!

- Faster scheduling and integration of classes into OPUS
- Schedule building based on up-to-date OPUS data
- Potential planning tool for multiple term schedule building
- Better validation and integrity of class data in OPUS
- Create a more unified and faster method for the timing and availability for schedule of classes for students

(Continued on page 2)

Important Dates

- 02/01 Date of Record Sp17
- 02/01 Room Assignments Complete Sp17
- 02/03 Degree Application Deadline
- 02/03 Pre-registration Begins Su17
- 02/10 Revised Class Rosters Due UCOL Sp17
- 03/01 Final Exam Schedule Available Sp17
- 03/06 - 03/10 Spring Break
- 03/13 Room Assignments Complete (Initial Submission) Fall 17
- 03/20 Pre-registration Begins Fall 17
- Late March - Mid April Room Assignment Adjustments Fall 17
- 04/10 Online Grading Opens Sp17
- 04/17 Law Classes End Sp17
- 04/19 - 4/28 Law Final Exam Period Sp17
- 04/24 Classes End (except Law) Sp17
- 04/25 - 05/05 Final Exam Period (except Law) Sp17
- 05/06 Commencement (Oxford Campus) Sp17
- 05/06 End of Term (Oxford Campus) Sp17
- 05/08 Commencement (Atlanta Campus) Sp17
- 05/08 End of Term (Atlanta Campus) Sp17

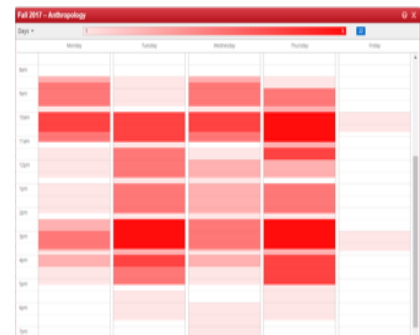
(And Then There Was CourseLeaf continued from page 1)

There are two Modes - **Design and Refine**. In the **Design** Mode, data is kept in CourseLeaf/CLSS. Only employees with access to CLSS will be able to see data. In the **Refine** Mode, data is exchanged between CLSS and OPUS. Once data is in OPUS, all can see.

There are four Phases – **Plan, Proofing, Publish, and Archive**. The Plan phase is exactly that. It is used for class planning. During the Proofing phase, CLSS will not be available to schedulers. This is the period when rooms will be scheduled and any workflow items will be processed (approximately a two week period). The **Publish phase** is when classes are viewable to ALL via OPUS. During this phase, students are meeting with advisors, beginning to add classes in their shopping carts, and finalizing their schedules. Last, is the **Archive phase**. This is when a term/instance in CLSS will be archived and schedulers will no longer be able access that term/instance.

A few of the more popular and helpful tools available within CourseLeaf/CLSS are the **Heatmap** and the **Framer**:

The **Heatmap** is visual representation of the number of sections in a scheduled week. Hovering over the Heatmap will reveal the number of classes for that time. Clicking within the Heatmap will reveal a detailed description of classes during that time.



The **Framer** provides a view of sections by instance. Historical data can be viewed in the Framer. Information is pulled from SIS/OPUS.

This is a brief overview of CourseLeaf. A wealth of information on CourseLeaf can be found on the Registrar's website at <http://registrar.emory.edu/faculty-staff/curriculum-management/course-offering.html> or by clicking on the Faculty and Staff tab when visiting <http://registrar.emory.edu>.

We, in the Registrar's office, are very excited about CourseLeaf for the schedulers, faculty, and especially the students.

Enjoy and Happy Scheduling!

Important Dates (continued)

- 05/09 Classes Begin
Maymester 2017
- 05/09 End of Add/Drop/Swap
Maymester 2017
- 05/10 End LG/SU Changes
Maymester 2017
- 05/11 Grade Submission
Deadline to Registrar Sp17
- 05/15 Classes Begin Su17 (1st
and Reg Session)
- 05/16 Fully Graded Date
Sp17
- 05/19 End of Add/Drop/Swap
Su17 (1st and Reg Session)
- 05/20 Final Exam Schedule
(proof to Depts) Su17
- 05/22 Online Grading Opens
Maymester 2017
- 05/23 Cancellations for Non-
payment Su17 (1st and
Regular Session)
- 05/24 End LG/SU Changes
Su17 (1st and Regular
Sessions)
- 05/25 Revised Class Rosters
Available Su17
- 05/26 Last Class Maymester
2017
- 05/29 Memorial Day Holiday
- 05/30 Online Degree
Application Opens Su17
- 05/31 Revised Class Rosters
Due for UCOL Su17 (1st and
Regular Sessions)
- 06/01 Faculty Grade Entry
Deadline Maymester 2017

New Workflows for Major/Minor and Complete Withdrawal/Leave Processes

Wendy Morrell

In an effort to enhance the student and staff experience, we are excited to announce the new online Declaration of Major/Minor (UCOL) and the Complete Withdrawal/Leave of Absence online form submission and workflow process. The electronic form submission will allow:

- Secure electronic submission of data
- Faster turn-around time
- Automated notifications to stakeholders (students and/or staff)
- Automatic retention schedule to ensure compliance with University Retention Policy
- Form accessibility to stakeholders (students and/or staff)
- Tracking of form progress

As we continue to evaluate Registrar paper form submission processes, we plan to onboard a series of electronic forms available to both students and staff. In the near future, students can expect the ability to submit online change requests for name, SSN, ITIN, ethnicity, and gender through a secure online form submission process. From the school/department perspective, we will be reviewing the grade change policy and process in hopes of replacing the current paper form submission.

As always, we encourage input from you and welcome suggestions for improving both the student and staff experience.



The Training Corner



FERPA Training

Please contact Tangela Derico to schedule FERPA Training

tderico@emory.edu

In an effort to track attendance and demand for OPUS/Student record training, we are excited to offer online registration using the Emory Learning Management System (ELMS). After accessing ELMS using the link <https://elmprod.emory.edu/>, select Browse Catalog and search for University Registrar.

Upcoming Spring 2017 OPUS Training Events (See ELMS for more details)

OPUS/STUDENT RECORDS TRAINING SCHEDULE - SPRING 2017

Course Title	Date	Time	Location
OPUS-Quick Enroll & Waitlist Management	02/14/2017	3:00-4: 30 p.m.	WH207
OPUS-Getting from Here to There	02/21/2017	3:00-4:00 p.m.	WH207
OPUS-Faculty Center Overview	02/24/2017	3:00-4:00 p.m.	WH102
OPUS-Department Roundtable	03/09/2017	1:30-3: 00 p.m.	WH102
OPUS-School Roundtable	03/09/2017	3:00-4:30 p.m.	WH102
OPUS 101-Intro to OPUS	03/28/2017	3:00-4:30 p.m.	WH207
OPUS-Grade Processing	04/17/2017	3:00-4:30 p.m.	WH207
OPUS 101-Intro to OPUS	05/23/2017	3:00-4:30 p.m.	WH102

If you have any questions or would like to discuss additional training needs, please contact Wendy Morrell at wmorrel@emory.edu or 404-727-9261.