INTRO

This bi-weekly newsletter has been created in an effort to keep you abreast of our transition to CourseLeaf. In this newsletter, you will receive: status and time line updates, definitions of new terminology, a "Things to Do" section, course catalog and class scheduling tips, etc…

NEWS FLASH

Dear Schedulers,

We hope you have been enjoying entering your classes in CourseLeaf/CLSS!

As we prepare to move into Refine mode for the very first time, we would like to take some time to make sure everything in CLSS transfers seamlessly into OPUS. In order to accomplish this, our timeline will change slightly for fall 2017. Please continue to enter your fall 2017 classes until 2/6/17 at 6:59 a.m.

On February 6, 2017 at 7:00 a.m., CLSS will close for a one-time validation period. This validation period will last until 2/20/17. During this time, our office will compare CLSS and OPUS. Before CLSS closes, you can export your classes into an Excel spreadsheet or PDF file to keep for your records (if you plan to share the exported file with others, be sure to remove the instructor ID numbers).

While we are validating fall 2017 classes, feel free to start entering classes for spring 2018. From 2/21/17 – 3/3/17, CLSS will open again for fall 2017 in Refine mode. At that time, you can continue to make any necessary class changes. CLSS will close again from 3/6/17 – 3/13/17 for the Proofing phase. During this time, our office will process cross-listings and assign classrooms. For clarity, please see the "Timeline/Explanations" section below.

Thank you for your understanding and patience as we do our due diligence to make sure all information is correct. If you have any questions, please email us at registr@emory.edu.

Thanks

Apryle C. Brown
Associate University Registrar
Below is an updated diagram with the Modes and Phases, the timeline for Fall 2017 and what will happen during these periods:

<table>
<thead>
<tr>
<th>Design Mode</th>
<th>Refine Mode</th>
<th>Refine Mode</th>
<th>Refine Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Phase</strong></td>
<td><strong>One-Time Validation</strong></td>
<td><strong>Plan Phase</strong></td>
<td><strong>Proofing Phase</strong></td>
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<td><strong>Publish Phase</strong></td>
<td><strong>Archive Phase</strong></td>
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<td><em>(Mar 13 – Sept 1, 2017)</em></td>
<td><em>(&gt;Sept 1, 2017)</em></td>
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*(Jan 23 – Mar 3, 2017) Note, this is not a normal scheduling cycle due to the launch of CourseLeaf in Mid-January. The Plan Phase in the Design Mode will normally begin in September for Fall and Spring and will not have a validation period.

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**STATUS**

**Off to a Great Start!!!**

Since the launch of CourseLeaf on Monday, January 23, 2017, many class sections have been added for Fall 2017.

Although this is a great start, we still have a good deal of departments/schools with "0" courses and sections entered for Fall 2017. We would encourage you to please enter what you have by **February 6, 2017, 6:59AM.** *(Yes, you will have the weekend to enter classes, if needed.)* 😊

Most of the questions that we have received have been on "How to enter non-standard meeting patterns". So please see the following page for instructions.

Please know that since this is our first semester/instance using CourseLeaf/CLSS, there will be a few minor adjustments along the way. We will let you know of any adjustments as soon as we know.

Thank you for all the positive feedback!

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“*You don’t have to be great to start, but you have to start to be great.*”

— Zig Ziglar
NON-STANDARD MEETING PATTERNS

Below is a brief overview on "How to enter non-standard or multiple meeting patterns. Please let us know if you still have questions.

Steps to create a non-standard meeting pattern:
- Once in a section, under schedule, select the link to the right of the calendar. It will say "Does Not Meet"
- This will take you to the Snapper screen, select the "Patterns" drop-down
- In the "Meeting Pattern Name" box, enter in capital letters the meeting day(s), a space, and then the time (i.e. Th 6PM-9PM). You must enter AM or PM.
- Select "Add"
- Select "Accept"

Steps to create an additional meeting pattern:
- Once in a section, under schedule, select the link to the right of the calendar. There should already be a meeting pattern listed.
- Select "Meetings" at the bottom left of the screen
- Select the green + button to add an additional meeting pattern
- Make your room selection (if needed)
- Enter dates only if they are specific (i.e. 2017-08-18 to 2017-08-18); Select "Accept"
- Select the new meeting pattern (it will be highlighted in green)
- This will take you to the Snapper screen, click the "Patterns" drop-down
- In the "Meeting Pattern Name" box, enter in capital letters the meeting day(s), a space, and then the time (i.e. F 6pm-7:30pm). You must enter AM or PM.
- Select "Add"
- Select "Accept"

REMINDERS

Please check out the new CourseLeaf website:
http://registraremory.edu/faculty-staff/curriculum-management/course-offering.html

Comments Section:
In the Comments section, please remember to enter the Key words (i.e. Same as, Instructor, Rooms, etc.) then the request details. The list of key words can be found in last week's newsletter (dated 1/20/17).

Issues Tracker
Please continue to report all issues/questions/comment via the below link within CourseLeaf/CLSS:
https://app.smartsheet.com/b/form?EQBCT=f5134718ae414b03ab8d1c9ae17ad7c7

Rooms:
"No Room Needed" - Class without a meeting pattern and don't need a room
"General Assignment Room" - Class has a specific meeting pattern but a room is not needed
"RRP" or any building TBA" - Departments in GSAS or UCOL and need a room from the Registrar's Room Pool