This 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...

WE'RE BACK!

We hope you all had a wonderful and safe Summer!  
The CourseLeaf Update was on hiatus over the summer to:
- Focus on processes that continue to cause some schedulers confusion. These processes will be featured in each newsletter under the new section "Learning Points."
- Focus on and adjust CLSS rules to alert schedulers of items that may cause a request not to **bridge** to OPUS.
- Focus and Plan for Phase II schools to transition over to CourseLeaf.

**Reminder:** Currently, **ALL** requests submitted/updated in CLSS go into work-flow. They are reviewed and approved by the Office of the Registrar. Approved requests will then **bridge** into OPUS.

Updates made in CLSS will update in OPUS as soon as they are approved in work-flow, but there is an overnight feed from OPUS to CLSS. Updates made in OPUS (new instructors, cross listings, etc.) will not appear in CLSS until the next morning.

We do thank you for all the positive feedback that we have received on CourseLeaf. Your continued feedback - good or bad will only help to make this an even bigger and better asset to Emory University and especially to the students. So please feel free to contact us with concerns, questions and suggestions.

NEWS FLASH

The Fall 2017 Publish Phase has been extended to **December 18, 2017.** This means that Phase I schedulers will be able to continue to make changes to the Fall 2017 class schedules via CourseLeaf. **Yes!** Please see the updated time line below.
COURSELEAF ACCESS

If you are: responsible for submitting class schedules, in a school/department in Phase I, and need access to CourseLeaf/CLSS, here is what you should do:

- Send an email to: registr@emory.edu requesting access to CourseLeaf. Please include which training session your would like to attend. (See below sessions)
- An "A+" Access form will be emailed to the requester.
- The requester will bring the completed and signed "A+" form to the training session.
- After training, the requester will be instructed to practice on the test site.
- When comfortable with CourseLeaf, requester will send an email to registr@emory.edu for access to their scheduling unit(s).
- The requester will then have access to the production site of CourseLeaf.

Upcoming CourseLeaf Training Sessions:
8/31/17 9:00am - 10:30am
9/14/17 9:30am - 11:00am
9/27/17 10:00am - 11:30am
**LEARNING POINTS**

"Learning Points" will give the Registrar's Office an opportunity to 1) reiterate/clarify certain processes, and 2) introduce a better/more efficient way to submit a request (based on the feedback we've received). Basically, items listed in this section are "repeat offensives".

▶ **How to Cancel a Class (Refine Mode/Publish Phase)**
  - **Note:** If students are enrolled, please notify those students first.
  - **Place a "X" in front of the section number.** Note: If the section number is 4 digits, change the section number to just "X" (i.e. to cancel section number = 4123, change to "X"). If there is more than one section of a class to be canceled, the first one would be "X", the second would be "X1", then "X2", and so on.
  - **Change the Status from Active to "Cancelled Section".**
  - **Zero out the Enrollment numbers.**

![Section Information](image)

▶ **Rooms - When a Class is Changed (Refine Mode/Publish Phase)**
  - **Note:** The below only applies if the day/time of a class changes and the room is from the Registrar Room Pool (RRP).
  - If you have NOT made prior arrangements with Bryan Falgout to see if the room listed is still available for the new day/time, please change the Room to RRP or to one of the TBA locations listed.
  - If you HAVE made prior room arrangements with Bryan, please state so in the comments.
  - If the new room is a room not listed in the drop down menu, please list it in the "Comments” section.
  - If the instructor has specific requirements for a room, please list those details in the "Comments" section.

▶ **Room Definitions:**
  - **No Room Needed** – This should be selected for classes without a meeting pattern that don't need a room.
  - **General Assignment Room** – This should be selected for classes with a specific meeting pattern but a room is NOT needed.
  - **Registrar Room Pool** or any building TBA (i.e. White Hall TBA) – This should be selected if your scheduling unit is a Department in GSAS or UCOL and a room is needed from the Registrar's Room Pool.

Please note: if you need a room from the Registrar Room Pool (RRP) but DO NOT select “Registrar Room Pool” or any of the TBAs listed in the drop down menu, we will not know that you need a room from the Registrar's Room Pool.

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*The future depends on what you do today.*

~ Mahatma Gandhi