INTRO

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...

SPRING 2018

Dear Colleagues,

Now that Fall 2017 is off to a great start, it is time to focus on Spring 2018. No rest for the weary.

Based on the below timeline, Phase I schools will be going into the Proofing Phase starting Tuesday, October 3rd through October 16, 2017. This means:

- CourseLeaf/CLSS will NOT be available to schedulers for updates.
- Room assignments & Workflow items (cross-listings, special requests, new instructors, credit hours, etc.) will be processed during this time.
- Schedulers will be able to view only Spring 2018 classes in CourseLeaf.

Things to do before October 3rd:

- Run the Proofing query to review your class schedule.
- Register Room Pool (RRP) requests, please ensure a day and time are entered for the class.
- Cross listings: Originating departments to ensure details are listed correctly in the Comments section.
  - Department(s) to be cross listed, enrollment for cross listed dept., and the total enrollment. The enrollment for the originating dept. should be listed in the enrollment field.
- Tiered Enrollment - Please list tiered enrollment details in the Comments section.
  - Please ensure that requests listed in the Comments section are clear.

An email will be sent to notify you when CourseLeaf has been closed for the Proofing Phase. When it re-opens for the Publish Phase, you will also be notified.

For the Phase II and III schools who normally have their classes rolled, your classes for Spring 2018 have been rolled. Please review your class schedules and let us know if there are any issues.
In CourseLeaf, you will notice an update on the **Instance screen**.

**The Future Terms** (Summer 2018, Fall 2018, and Spring 2019) have been added.

At this time, they are **NOT** available for class entry. We will notify you as soon as they are available for updates. Also, we will provide timelines and additional information for these new Instances.

The Future Terms will only be available to **Phase I schools** (Emory College, Business School, School of Nursing, and Laney Graduate School).

**Phase II schools** (Oxford College, School of Theology, and School of Public Health) will **NOT** be able to update the Future Terms until **January 2018**.

We are very excited that we are at the dawn of entering classes through CourseLeaf for a second school year.

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**The past cannot be changed. The future is yet in your power.**

- Unknown
The Course Atlas is designed to present students with more information on upcoming courses than is currently held in OPUS or through Course Leaf. The Course Atlas is updated daily through the initial pre-registration periods each semester and less frequently outside of these times.

Our current practice (owing to resource constraints) is to download the Spring 2018 course data from OPUS into the Atlas (henceforth this process will be referred to as "the pull") once after initial data entry (occurred in March 17), once in June (happened in June 17), weekly starting in October 2017 and then daily at the beginning of the advising period through the conclusion first year course pre-registration. From that point on, the Atlas will revert to a weekly pull until the first week of Spring semester. During the first week of Spring semester (Add/Drop/Swap period), the atlas will again be pulled daily.

After a data pull, refreshed data is available in the atlas within a 30 minute time period.

For questions about this process, please contact Steve Savage (steve.savage@emory.edu).

Steve Savage
Communications Specialist
Office of Undergraduate Studies

COURSELEAF ACCESS

If you are: responsible for submitting class schedules, Phase I school/department, 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 you 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:

10/18/17  1:00pm - 2:30pm
11/01/17  1:00pm - 2:30pm
11/15/17  10:00am - 11:30am

CORRECTION

The Law School and the School of Medicine will be in Phase III not Phase II. We do apologize for any confusion.

Phase I
Emory College
Laney Graduate School
Nursing School
Business School

Phase II
Oxford College
School of Public Health
School of Theology
Summer Programs

Phase III
Law School
School of Medicine

Phase I schools are currently using CourseLeaf.
Phase II schools will "Go Live" in January 2018 for the Fall 2018 class scheduling period.
Phase III schools the "Go Live" time-frame is pending.
A Big "Shout-Out" to Tamika F. Hairston, the Associate Director of Enrollment Processes and Records in the Laney Graduate School!!!

Tamika is also a member of the CourseLeaf Advisory Group (CLAG). From day one, she has made us aware of any changes that may affect her graduate school team with the transition to CourseLeaf. This is exactly the input we wanted from the CLAG team.

On this CourseLeaf journey, I have learned two things about Tamika:

1. She will ensure that her team is well informed. Whenever she learns something new: in one of our CLAG meetings, via emails, or through a one-on-one training session, she will immediately share this information with her team. Also, when we needed input, she polled her team and compiled their responses (without our having to ask her), and then forwarded it to us.

2. She kept us "on our toes" to ensure that her team's concerns and needs had a voice in this transition. I must admit, Tamika challenged us, but we appreciated her efforts. 😊 Tamika's tenacity prompted us to make the changes needed to assist her team with their class scheduling needs.

Thank you Tamika for all your input, your passion, and for your support.

Again, help us give a BIG "SHOUT-OUT" to Tamika F. Hairston!!!

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". 😊

Notes -vs- Comments - Please remember, data entered in the "Notes" section will feed directly in to OPUS. Data entered in the "Comments" section will go into workflow and will only be visible to people who have access to CLSS. Data entered in the "Comments" section is anything a scheduler is unable to do in CLSS or any requests for the Registrar's Office pertaining to a class. The Registrar's office will use this information to complete workflow items.

Notes Examples: (Freshmen Seminar - Limited to First Year Students Only), (Permission Required Prior to Enrollment), or (Same as AN 385 10)

Comments Examples: Same as HIST 385 1 (S) = 15, New Instructor: Michael Jackson - Primary, or Room: requesting a room with movable chairs.

New Instructors - If there is a new instructor who is not listed in the drop down menu in CLSS, please enter that instructor’s name and employee ID in the Comments section. A new instructor must be entered into OPUS first by the Registrar's Office. He/She will then be uploaded into CLSS.

Please note, time is needed to process a new instructor in PeopleSoft/OPUS. It could possibly take a couple of days before an instructor will appear in OPUS.
The WorkARounds section has been added to inform you of issues with CLSS that we are aware of and are working to correct. In this section, we will list the issue along with a way to WorkARound.

- **Variable Credit Hours** - When credit hours are changed from variable to fixed in CLSS, the credit hours revert back to variable in OPUS.

  The WorkARound for this issue is to please **enter the fixed credit hours in the Comments section for a variable credit hour class** (See example below).

  ![Variable Credit Hours Example](image1)

- **Cancel Class** (Refine Mode) - Even with adding the "X" in front of the section number, changing the status to "Cancelled Section", and changing the enrollment to "0" in CLSS, this update is not bridging to OPUS.

  The WorkARound for this issue is to please **continue to follow the above cancellation instructions, the Registrar’s Office will update in OPUS** (See example below).

  ![Cancel Class Example](image2)

Thank you so much for your patience. Again, these identified issues are being addressed. We will notify you once these issues have been resolved. Thank you again!