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 timeline updates, definitions of new terminology, a "Things to Do" section, course catalog and class scheduling tips, etc...

SUMMER 2018 - TIMELINE

Dear Colleagues,

It is time to begin class entry for Summer 2018!

Below is the timeline for Summer 2018 for **Phase I schools**.

Instructions for Summer 2018 class entry for Phase II schools will be announced at a later date.

Please note, Emory College Study Abroad classes will be entered into CLSS by the Study Abroad Office.

Summer 2018 Timeline

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<td>Proofing Phase</td>
<td>Publish Phase</td>
<td>Archive Phase</td>
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**Remember, there are three different sessions** to choose from. Please select the correct session:

- Regular Academic Session
- Six Week - First*
- Six Week - Second

*For Phase I schools with **Maymester** classes, please select "Six Week - First" and add "Maymester" in the Comments section. The Office of the Registrar will change the dates in OPUS.
SUMMER - EMORY COLLEGE

The Summer class scheduling process is managed differently in Emory College. Please see the process below:

- On 09/28/17, an email containing the Summer Budget Sheet was sent to departments by the Summer Programs Office. The deadline for submitting this budget was 10/17/17.
- This Budget Sheet has been reviewed by the Summer Programs Office. Proposed classes and budgets will be confirmed by early November. Department Chairs, DUS's and Department Administrators will be notified.
- Starting **November 14, 2017**, all *APPROVED* Summer Class Offerings must be entered by the academic departments into CourseLeaf/CLSS.
- Once classes are "Validated" in CLSS, they will go into Workflow. *(Please remember to click "Validate" once all of your classes are entered.)*
  - 1st Review/Approval of classes will come from the Summer Programs Department
  - If there is an issue with the submission, the Summer Programs Department will "Rollback" the class to the department scheduler stating what has been updated or what needs to be updated.
  - Once a class is approved by the Summer Programs Department, it will continue in the workflow process to the Office of the Registrar for final approval. If approved, the class will bridge into OPUS.
- Please note, classes that do not require a budget like Directed Reading or Directed Research/Study, may be entered into CLSS without prior approval.

Emory College schedulers should contact Mollie Korski, Director of Summer School and Pre-College Programs, with questions regarding class submissions and approvals.

CourseLeaf questions should be directed to the Office of the Registrar - registr@emory.edu.
We have received several calls and emails asking for the **CourseLeaf/CLSS 2018 – 2019 Timeline**. Your inquiries are much appreciated. This tells us that your schools/departments are using CourseLeaf to be proactive and plan ahead. Yes!

The dates below are pretty firm. The only additional updates to this graph will be to add more details for clarity.

### Fall 2018 & Spring 2019 Timelines

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- CLSS is available to schedulers for class planning and entry.
- Only people with access to CLSS are able to view.
- Data is NOT visible in OPUS.
- **Time adjusted from September to October to allow for Fall 2018 & Spring 2019 timelines to be created.
- **1/18 – CLSS available for Phase II schools.
- CLSS is still available to schedulers for class planning and entry.
- Now data is transferred between CLSS and OPUS and vice-versa in real-time (Instantly).
- CLSS is NOT available to schedulers for updates.
- Room assignments & Workflow items (course listings, special requests, etc.) are processed.
- CLSS is available again to schedulers for updates.
- Tighter restrictions due student shopping carts and enrollment.
- Admissions Begins.
- Pre-Registration Begins.
- Enrollment/Change/Add/Drop/Withdraw
- CLASS Begins:
  - Fall 2018 - 8/29/18
  - Spring 2019 - 1/14/19
  - 8/15/19
- College, Undergrad & Defense - 1/10/19
- CLSS is NOT available to schedulers for updates.
- The Term/finalize is archived and moved to the historical term.
- Data may still be viewed but not updated.

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**Revised 11/09/17**

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### All we have to decide is what to do with the time that is given to us...

- Gandalf The Grey

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### 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:**

11/15/17  10:00am - 11:30am