



COURSELEAF UPDATE

Keeping You Connected

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CONTACT US

Please forward any questions to:
registr@emory.edu

THINGS TO DO...

Please run the following query periodically to ensure all is well with your schedule of classes:
EU_DEPT_SR_CRSE_PROOF - Dep Sched of Classes.

- Please ensure an instructor is listed for each class.
- Check enrollment numbers
- Check day/time (AM/PM)
- If there is no enrollment after add/drop/swap, please cancel the class.

Please check to see if a class has a permanent cross listing.

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...

CLSS - OPUS - UNIVERSITY COURSE ATLAS

Dear Colleagues,

As we gear up for another new and exciting school year, I would like to use this issue to remind, clarify, and inform you of processes within CourseLeaf/CLSS.

With the roll out of the new **University Course Atlas(yea!!!)**, it is imperative that information entered into CLSS and OPUS is accurate. For CLSS users, details entered into CLSS will continue to go through workflow then bridge into OPUS, and then from OPUS to the University Course Atlas for all to view.

CLSS → **OPUS** → **University Course Atlas**

Please note, this process is not instant. It all depends on the type of request, the clarity of the request (meaning no issues), and when the request was submitted. As you know, there are peak times with class scheduling when the Registrar's Office is inundated with requests. During these peak times, it could take up to 48 hours for a request to move from CLSS to OPUS. Once a request is in OPUS, it could take up to 30 minutes before it is visible in the University Course Atlas.

Some important Reminders and Announcements:

- Details entered in the **Comments** section of CLSS are only seen by the **Registrar's Office**.
- Details entered in the **Notes** section of CLSS will bridge directly into **OPUS and the University Course Atlas and are seen by all**.

Enrollment	0 current	Notes
Maximum 8	Wait Cap 0	Any data entered in the "Notes" section is visible to everyone in OPUS and the Atlas
Rm Cap Request 12		1. Class will not meet on September 11, but an assignment for this day will be posted on Canvas.
Comments		
Any data entered in the "Comments" section is only visible to the Registrar's Office		
Room: Professor would prefer a room on near the quad. Same as HIST 190 (4 seats); total seat = 12		

- **Starting Spring 2020, there will be a 550 character limit on information entered in the Notes section in CourseLeaf/CLSS. This will NOT affect Fall 2019, so no need for adjustments. You will be contacted if you need to make an adjustment to Fall 2019.**
- In CLSS, details in the **Notes** section may be copied and pasted into classes from other departments, if desired. This is especially good for cross listed classes so that the notes sections are consistent.

UPCOMING DATES

Fall 2019

Add/Drop/Swap Begins:

8/28/19

Add/Drop/Swap Ends:

9/04/19

Classes Begin:

7/08/19 (Medical)

8/28/19

8/19/19 (Law)

Misc. Upcoming Dates:

Summer 2019 will be **Archived** in CLSS on **Monday, 8/19/19**. Please ensure all updates are entered and processed in CLSS.

Spring 2020 will move into **Refine** Mode on **Monday, 9/2/19**.

Spring 2020 - CLSS will **NOT** be available for updates for some schools during the **Proofing** Phase - **9/30 - 10/14/19**.

Spring 2020 - CLSS will move into the **Publish** Phase by **Noon** on **10/14/19**

Summer 2020, Fall 2020, and Spring 2021 - Available for class entry via CLSS - TBA, pending CLSS Upgrade

DRAFT TIMELINES - 2020-2021

Below is a draft of the Summer 2020, Fall 2020, and Spring 2021 Timelines. You will be notified of any updates to these timelines as soon as possible.

Summer 2020, Fall 2020 & Spring 2021 *Tentative* Timelines

DRAFT

	Design Mode		Refine Mode			
	Plan Phase		Proofing Phase	Publish Phase	Archive Phase	
Summer '20	(TBA – Dec 13, 2019)	(Dec 16, 2019–Jan 13, 2020)	(Jan 13, - Jan 27, 2020)	(Jan 27 – Aug 7, 2020)	(>Aug 7, 2020)	----- End of Summer Term
Fall '20	(TBA – Jan 27, 2020)	(Jan 27 – Feb 24, 2020)	(Feb 24 – Mar 9, 2020)	(Mar 9 – Dec 18, 2020)	(>Dec 19, 2020)	----- End of Fall Term
Spring '21	(TBA – Aug 28, 2020)	(Aug 28 – Sept 28, 2020)	(Sept 28-Oct 12, 2020)	(Oct 12, 2020 – May 10, 2021)	(>May 10, 2021)	----- End of Spring Term
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> CLSS is still available to schedulers for class planning and entry. Now data is transferred between CLSS and OPUS and vice-versa 	<ul style="list-style-type: none"> CLSS is NOT available to schedulers for updates. Workflow items (cross-listings, special requests, etc.) & Room requests and assignments are processed 	<ul style="list-style-type: none"> CLSS is available again to schedulers for updates. Tighter restrictions due to student enrollment and classes in student shopping carts <ul style="list-style-type: none"> Pre-Advisement Begins <ul style="list-style-type: none"> Summer 2020 – 1/31/20 Fall 2020 – 3/16/20 Spring 2021 – 10/19/20 Pre-Registration Begins <ul style="list-style-type: none"> Summer 2020 – 2/07/20 Fall 2020 – 3/23/20 Spring 2021 – 10/26/20 Add/Drop/Swap <ul style="list-style-type: none"> Summer 2020 <ul style="list-style-type: none"> Begins – 02/07/20 Ends – (Maymester) 5/12/20, (6W1 & Reg) 5/19/20 & 5/22/20 (6W2) – 6/30/20 Fall 2020 <ul style="list-style-type: none"> Begins – 8/26/20 Ends – 9/2/20 / LAW – 8/24/20 Spring 2021 <ul style="list-style-type: none"> Begins – 1/12/21 Ends – 1/18/21 1/19/2021 (College, UBUS & Oxford); 1/11/21 (LAW) Classes Begin <ul style="list-style-type: none"> Summer 2020-(Maymester)- 5/12/20, (Reg & 6W1) – 5/18/20 (6W2) – 6/29/20 Fall 2020 – 8/26/20 <ul style="list-style-type: none"> Law – 8/17/20 Spring 2021 – 1/11/21 <ul style="list-style-type: none"> 1/12/21 (College, Undergrad Bus. & Oxford) 1/04/21 (Law) 	<ul style="list-style-type: none"> CLSS is NOT available to schedulers for updates. The Term/Instance is Archived and moved to the Historical Term Data may still be viewed but not updated 	

Be not afraid of growing slowly, be afraid only of standing still

- Chinese Proverbs

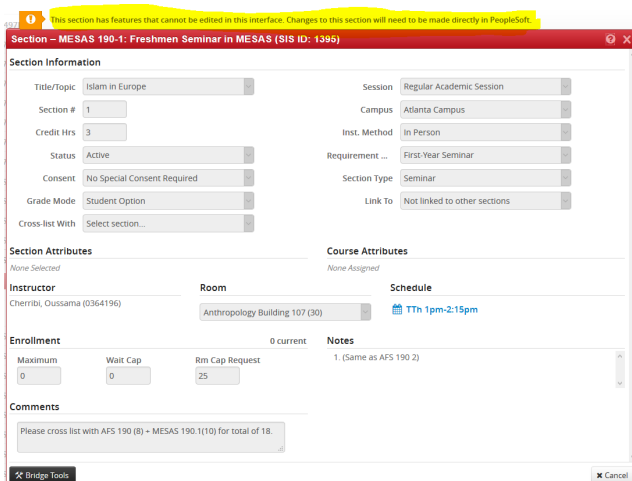
LAB AND DISCUSSION SECTIONS

We are aware that there has been some confusion when it comes to section numbering for lab and discussion sections.

- Section numbers for courses with **one component** like a lecture or seminar, can **only be numeric**.
 - Example: HIST 260 only has **one component**. Therefore, the section number has to be **numeric** (i.e. HIST 260 -1).
- Section numbers for courses with **more than one component** (i.e. lecture and lab or seminar and discussion):
 - the **lecture** or **seminar** section number **must be numeric**.
 - the **lab** or **discussion** section that is linked to a lecture or seminar, can be **alpha numeric**.
 - Example 1: BIOL 205
 - Lecture: BIOL 205-1
 - Labs: BIOL 205-LAB1 and BIOL 205-LAB2
 - Example 2: FILM 208
 - Lecture: FILM 208-1
 - Discussion: FILM 208-DIS
- Section numbers for **Labs** with **one component** (not tied to a lecture) must be numeric.
 - Examples: CHEM 203L, CHEM 204L, and CHEM 205L

Please use this information starting with your Spring 2020 class schedules, if you are still in Design Mode. As a reminder, section numbers cannot be changed in Refine Mode.

Gray Outs



Ever Get This Message?

"This section has features that cannot be edited in this interface. Changes to this section will need to be made directly in PeopleSoft."

And, when you get this message, everything is grayed out and you can't make any updates. 🤖

Here are some of the things that can cause a gray out in CLSS:

- The class you are trying to access is pending approval. An earlier request for the same class has not been processed.
- A request has been processed, but the task that was processed in OPUS must go through an overnight feed before it will show in CLSS. Here are two examples: a new topic or a cross listing has been added.
- An error with the Instructor field in CLSS. When the instructor name does not bridge from CLSS to OPUS.

Please contact the Registrar's Office (registr@emory.edu) to check and if possible, unlock the class.