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 (yeeaaaaa!!!), 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.

• 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

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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

<table>
<thead>
<tr>
<th>Design Mode</th>
<th>Refine Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Phase</td>
<td>Proofing Phase</td>
</tr>
</tbody>
</table>

- 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

- CLSS is available to schedulers for class planning and entry.
- **CLSS is still available to schedulers for class planning and entry.**
- Now data is transferred between CLSS and OPUS and vice-versa

- CLSS is **NOT** available to schedulers for updates.
- **Workflow items (cross-listings, special requests, etc.) & Room requests and assignments are processed**

- CLSS is available again to schedulers for updates.
- Tighter restrictions due to student enrollment and classes in student shopping carts
  - Pre-Advisement Begins
    - Summer 2020 – 5/21/02
    - Fall 2020 – 9/16/20
  - Pre-Registration Begins
    - Summer 2020 – 5/21/02
    - Fall 2020 – 9/22/20
  - Spring 2021 – 3/05/20
  - Add/Drop/Swap
    - Summer 2020
      - Begins – 5/28/02
      - End – May 30th
      - Fall 2020
      - Begins – 9/25/20
      - End – 10/30/20
      - Spring 2021
      - Begins – 1/27/20
      - End – 2/21/20
    - Summer 2021 (Grad / Med / Bus)
      - Begins – 6/27/20
      - End – 7/20/20
      - Fall 2020
      - Begins – 9/28/20
      - End – 10/30/20
      - Spring 2021
      - Begins – 1/27/20
  - Classes Begin
    - Summer 2020 (Medicrystal)
      - Begins – 5/22/20
      - Ends – 8/24/20
    - Summer 2021 (Grad / Med / Bus)
      - Begins – 6/27/20
      - Ends – 7/20/20
    - Fall 2020
      - Begins – 9/28/20
      - Ends – 10/30/20
    - Spring 2021
      - Begins – 1/27/20
      - Ends – 2/21/20

- 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

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"Be not afraid of growing slowly, be afraid only of standing still"
- Chinese Proverbs

08/02/19
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.**

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**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.