
Office of the Registrar Class Offering Policy

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Overview

Applies only to Schools/Departments using CourseLeaf/CLSS

Class Offering is the process in which schools at Emory University, and the departments within schools, submit to the Office of the Registrar their schedule of classes for future semesters. These updates will be done in **CourseLeaf/CLSS** by the approved scheduler assigned to the department/school. This process takes place based on the CourseLeaf timeline. This document presents Emory University schools and departments with procedures required for a correct and complete submission of their course offering.

Applicability

This policy applies to all schools at Emory University using CourseLeaf/CLSS.

Policy Details

Class Offerings must be submitted in **CourseLeaf/CLSS** no later than the date listed on the timeline for a semester.

Class Offerings will be submitted and updated directly into CLSS. Approved schedulers will have an opportunity to submit and update classes for the assigned schools/departments during the **Design Mode/Planning Phase**. These class entries are only visible in CLSS.

During the **Refine Mode/Planning Phase**, class offerings are transferred/bridged from CLSS to OPUS and are visible in OPUS and the University Course Atlas. There will be a two-week period when CLSS will not be available to some schedulers. This will be during the **Refine Mode/Proofing Phase**. During the Proofing Phase, the Registrar's Office will process workflow items like cross listings, new topics, new instructors, room assignments, etc. After the Proofing Phase, CLSS will re-open in **Refine Mode/Publish Phase** and schedulers will be able to submit updates in CLSS again. There will be nightly updates from OPUS to CLSS. Schedulers will be notified of error causing items as they "Save Sections" and/or "Validate" classes within CLSS.

After the **Publish Phase**, CLSS will go into the **Refine Mode/Archive Phase**. During this phase, CLSS will not be available for updates and a semester/instance will go into the Historical section of CLSS. Class schedules may be viewed only but not updated in the Archive phase.

Please note, details entered in CLSS will flow into OPUS, from OPUS to the University Course Atlas, from the University Course Atlas to CART. Accuracy of information entered in CLSS is most important as it feeds to other systems that affect the schedules of students.