INTRO

This bi-weekly 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...

NEWS FLASH

Starting January 23, 2017, the following schools at Emory University will use CourseLeaf/CLSS to enter their class schedules starting Fall 2017: Emory College, Laney Graduate School, School of Nursing, and Goizueta Business School. If your department is in one of these schools, you will use CourseLeaf/CLSS to enter your Fall 2017 schedule of classes.

If you currently have access to enter your classes directly into OPUS, you will no longer have access to do so after January 23, 2017. Instead, you will be scheduling classes solely in CourseLeaf/CLSS.

The Registrar’s office will no longer send spreadsheets to departments for class submissions. Initial class submissions, updates, and cancellations will be done in CourseLeaf by the scheduler in your department/school.

If you are responsible for class submissions in your department/school and was not able to attend the training on January 4th and 5th, please send an email to registr@emory.edu as soon as possible.

REMINDEERS

- Spring 2017 and Summer 2017 updates (for Phase I schools) will NOT be processed in CourseLeaf. Please submit these updates via the WuFoo web forms. Here is the URL for the following forms: Change Class, Cancel Class, and Add Class - http://registr.emory.edu/faculty-staff/curriculum-management/forms.html

- Fall 2017 will need to be entered into CourseLeaf/CLSS by February 27, 2017.

STATUS UPDATE

- There will NOT be a Soft CourseLeaf Go Live on January 17, 2017. More details will follow.

- January 23, 2017 - Official CourseLeaf Go Live (All Phase I Schools)
Recap: In Design Mode, data is NOT exchanged between CLSS and OPUS. All changes made in CLSS will only be stored in CLSS and NOT updated in OPUS.

Please see the following below: 1) Updated time line for Fall 2017 and Spring 2018. The Fall 2017 time line is only for Schools participating in Phase I. 2) Workflow chart of how to Add, Change, and Cancel classes in CourseLeaf/CLSS for the Design Mode.

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<thead>
<tr>
<th>Design Mode</th>
<th>Refine Mode</th>
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</thead>
<tbody>
<tr>
<td>Plan Phase</td>
<td>Proofing Phase</td>
<td>Publish Phase</td>
<td>Archive Phase</td>
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* *(Jan 23 – Feb 3, 2017) Note, this is not a normal scheduling cycle due to the launch of CourseLeaf in Mid-January. The Plan Phase in the Design Mode will normally begin in September for Fall and Spring (i.e. September 3, 2016 – January 23, 2017).*

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**CLASS SCHEDULING - ADD/CHANGE/CANCEL A SECTION (DESIGN MODE)**

Wendy Morell | December 13, 2016

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**The key to Change…. is to let go of fear**

- Rosanne Cash