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**To:** [Pullen, Chris](#)  
**Subject:** Creating Discussion/Lab Sections  
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# University Registrar's Office

Thursday, October 12, 2023

## Creating Discussion/Lab Sections

Dear Colleague,

Creating discussion and lab sections using CourseLeaf is a two-part process, and the steps are similar to the current course offering process. **You can find step-by-step instructions on the attached [Discussion and Lab Section Instruction Guide](#).** If you need additional assistance with the CourseLeaf discussion/lab section process, email [courseleaf@yale.edu](mailto:courseleaf@yale.edu) to schedule a one-on-one virtual meeting.

Please follow the calendar below to make sure that sections will be ready for your students:

### Thursday, October 12

- Instructors received the [Discussion Section Information form](#) by [email](#) (see [list of recipients](#)).
- If your department or program has not finished offering spring classes or **if** you are waiting for a new faculty appointment, you may not see all of your faculty on the attached list. Forward the form to any instructors missing from the list that are teaching lecture or lab courses with pending TF allocations that require discussion or lab sections.
- Begin adding the discussion/lab section Instruction Type to courses in CIM that you know will have discussion or lab sections (see Instruction Guide). Once you update the CIM form there is an overnight refresh, so you won't be able to start offering the discussion/lab sections in WEN until the next day. Note: if you have already done this step during a previous registration period, you don't need to do it again.
- Begin offering discussion and lab sections in WEN for the courses for which you added the Instruction Type in CIM.

### Monday, October 23

- Deadline by which instructors should send you their completed Discussion Section Information

form.

- Continue offering discussion and lab sections in WEN.

### **Friday, November 10**

- This is the deadline to offer at least one discussion and lab section for each associated lecture.  
(Note: additional sections can be added and edits can continue to be made throughout the registration period.)

### **Monday, November 13**

- Yale College students begin registering for discussion and lab sections through Yale Course Search. Simultaneous enrollment in both the lecture and its associated discussion or lab section is required.

For questions about using CIM and WEN to offer discussion and lab sections, contact [registrar@yale.edu](mailto:registrar@yale.edu) and [courseleaf@yale.edu](mailto:courseleaf@yale.edu).

Thank you for your help in preparing for the opening of the spring term registration.

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