

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Enter Discussion/Lab Section Information
Date: Friday, March 8, 2024 10:26:48 AM

University Registrar's Office

Friday, March 8, 2024

Enter Discussion/Lab Section Information

Dear Colleague,

You have the important responsibility of entering information for your department's discussion and lab sections. You may do this using CourseLeaf CIM and WEN.

Creating discussion and lab sections using CourseLeaf is a two-part process¹. **You can find step-by-step instructions on the attached [Discussion and Lab Section Instruction Guide](#).** If you need additional assistance, email courseleaf@yale.edu to schedule a one-on-one virtual meeting.

¹ Note: if you have, in the past, offered discussion sections for a particular course, you do not need to do step 1 of the two-part process.

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

Wednesday, March 6

- Instructors receive the [Discussion Section Information form](#) by email (see [list of recipients](#)).
- Your department or program might not be finished offering fall classes and it's possible you are waiting for a new faculty appointment, so you might 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 by selecting "Yes" to the question near the top of the CIM form asking if you are adding discussion/lab sections to a course (see [Instruction Guide](#)) or amend the "Type of Instruction field" to indicate both Lecture and Discussion/Lab Section. NOTE: if you have done this in the past, you do not need to do it again. If you are doing it for the first time, you'll need to wait until the next day to begin your work in WEN.

- Begin offering discussion and lab sections in WEN for the courses for which you added the Instruction Type in CIM.

Monday, March 25

- Deadline by which instructors should send you their completed Discussion Section Information form.
- Continue offering Discussion and Lab Sections in WEN.

Thursday, April 11

- Deadline to offer at least one discussion and lab section in WEN. (Note: additional sections can be added and edits can continue to be made throughout the registration period as long as you have created the first section.)

Monday, April 15

- Yale College student registration begins at 8:00 a.m. for courses and discussion/lab sections. Simultaneous enrollment in both the lecture and its associated discussion or lab section will be required.

For questions about using CIM and WEN to offer discussion and lab sections, contact registrar@yale.edu and courseleaf@yale.edu.

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

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