

**From:** Shirley Cohen [shirley.cohen@rackspace.com](mailto:shirley.cohen@rackspace.com)   
**Subject:** RE: CS 327E, spring 2015  
**Date:** January 19, 2015 at 9:51 PM  
**To:** Liz Whittenton [liz@cs.utexas.edu](mailto:liz@cs.utexas.edu), Tiffany Grady [tgrady@cs.utexas.edu](mailto:tgrady@cs.utexas.edu)  
**Cc:** Shyamal Mitra ([mitra@cs.utexas.edu](mailto:mitra@cs.utexas.edu)) [mitra@cs.utexas.edu](mailto:mitra@cs.utexas.edu)

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Tiffany and Liz,

Thanks for sending me the check list. I was able to get my ID card on Friday, a CS account this weekend, and met earlier today with my TA, Yuming Sheng. I also registered the class with Piazza and Canvas and am working on getting the web page up for the course.

Here are some questions that I have:

- 1) How do I check the enrollment for the course? I tried going to CLIPS ([https://utdirect.utexas.edu/nrport/clips\\_menu.WBX](https://utdirect.utexas.edu/nrport/clips_menu.WBX)), but got a message saying that I have no class records for this semester or year.
- 2) How do I grant the TA and students access to the course pages in Canvas?
- 3) Is it possible to order the textbooks for my TA? If so, how long does it take?

I'm attaching the syllabus that I'm planning to use. I'll be converting it to html, adding my office hours and Yuming's, and then linking to it from my home page (<http://www.cs.utexas.edu/~scohen/>).

Please let me know if I'm missing anything or if you need anything else from me in the coming days.

Thanks so much,

Shirley

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**From:** Liz Whittenton [<mailto:liz@cs.utexas.edu>]  
**Sent:** Friday, November 14, 2014 11:20 AM  
**To:** Shirley Cohen  
**Cc:** Tiffany Grady  
**Subject:** CS 327E, spring 2015

Hi Shirley,

Thanks for agreeing to teach for us. I was able to schedule you for Monday/Wednesday, 5:00-6:30in CLA 0.128 (brand new building near the CS building).

Here is our new adjunct check list:

Please let me know if you have additional questions.

Best,  
Liz Flynn Whittenton  
Administrative Associate for Academic Affairs  
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