Guidelines for Requesting Sessions

Background:
The University of Southern California operates on a semester schedule.   The Fall semester is 17 weeks, Spring is 17 weeks (with a week-long spring break), and Summer is 12 weeks. Many USC departments, however, offer courses that have dates that differ from the main on-campus calendar, carry higher or lower tuition and fees, include online instructional components, or meet in off-campus facilities. Courses that meet any of the criteria above must be offered in a separate session.

To identify these unique programs in the student information system (SIS), the Registrar's Office creates a three-digit session code. Nearly every department owns a session code that may be used every semester for a unique program. The session code identifies the start date, the deadline to add the course (which is also the refund deadline), the deadline to withdraw, the last day of the session, and grading deadlines, as well as tuition and fees. All this information is displayed in SIS process SIS.D.SESS.

How to Offer a Course in a Unique Session:
1. Complete the Financial Aid Eligibility Considerations in Course Scheduling course on Trojan Learn. (Navigate to https://employees.usc.edu and click on Trojan Learn, then enter the course name in the search box to locate it.)
2. Request access to the session form by contacting regschedule@usc.edu. Please provide your NetID and contact information in your email.
3. Complete and submit the Session Request Form at https://esdweb.esd.usc.edu/nonstandardsessionrequest.
4. Review the confirmation email from the system informing you whether your session dates were approved or rejected.
5. Submit corrections if your session dates were rejected.
6. Schedule classes for the session after receiving confirmation that the session has been activated.
7. Check all dates for the session on SIS.D.SESS and communicate the dates to faculty.
8. Review the confirmation email from the system informing you whether your tuition and fees were approved or rejected.
9. Check your tuition rates and special fees in BUR.D.SESS. It is at this point that students can register for the class.

How Session Requests are Processed:
Every session request form is reviewed by the USC Financial Aid Office to ensure that the session is in compliance with U.S. Department of Education regulations. The Registrar's Office activates any session that meets the following criteria: fall sessions must end by January 15, spring sessions must end by June 15, and summer sessions must end by September 15. After the dates for the session have been set up in SIS by the Registrar's Office, you may begin scheduling classes.

Bursar Administration enters all tuition and fees on SIS. Spring and summer rates are ordinarily set up within five business days of Registrar approval. Fall rates are generally entered beginning in April, after new fiscal year rates have been recommended to the trustees. All rates are subject to change based on trustee approval and contract negotiations with insurance carriers. Requestors will be notified via email when each session setup is complete.

All sessions, regardless of whether or not they will be published in the schedule of classes, **must be requested** no later than six weeks before the first day of classes to ensure that set up is completed in time for students to be enrolled and billed prior to the date tuition and fees are due.

Procedure for Special Topics Courses (499 or 599):
Departments scheduling a special topics course in a unique session should submit a Curriculog request for the curriculum review portion and submit a session request to schedule the session no later than six weeks before the first day of classes in the session.

Tuition and Fee Calculation Information:
• Students who enroll in sessions with only unit rates are assessed the unit rate for each session times the number of units in that session.
• Students who enroll in any session with a flat rate and whose total tuition units are less than the minimum units for the flat rate range are still assessed per unit.
• Students who enroll in any session with a flat fee rate and whose total tuition units are equal to or more than the minimum units for the flat fee range are assessed that session's flat rate, regardless of the distribution of units among other sessions.
If they are enrolled for more units than the maximum for the flat fee range, they are also assessed the unit rate for units over the flat rate units range.
• When a student enrolls in two or more sessions with flat rates, the student is assessed the flat rate for the session in which the student has the highest number of units AND meets the flat fee range requirements. Unit rate applies to any units above the flat fee maximum.
• All tuition income, regardless of the code used, is deposited in the tuition income pool. The Budget Office distributes the money to individual departments. The scheduling department is responsible for entering the correct tuition income account and object code in RNR.U.SCHEDULE.

Navigating the Session Request Form:

When you login to the session request site, your welcome screen will, by default, show you all requests belonging to you.   There are three 'filters' available in the left-hand column. *My School's Requests* will display all sessions requested by personnel who can submit requests in your unit. *Create New Requests* will allow you to add a new session request. The filter currently active will be highlighted in gray. In this example, we are showing My School's Requests to illustrate that a school may have multiple users requesting sessions, but each session is assigned to a specific owner.


Across the top of the screen are additional filters you can use to narrow your search for session information if you have a large number session requests in the system. You can fill in one or more of the filters with data and the system will search for session requests matching that information exactly. You can also choose from several filter options by clicking on the filter icon to the right of any line.
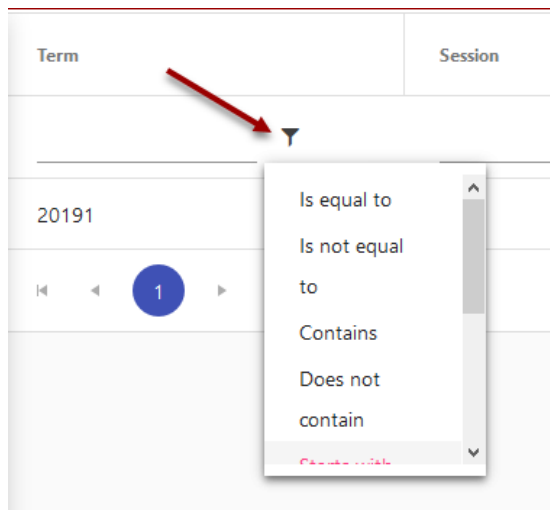
In this example, we've chosen the *Term* filter. Enter the search criteria on the line, click on the filter icon, and choose the filter option. For *Is equal* to or *Is not equal to*, you must have entered a complete term number. For *Contains*, *Does not contain*, *Starts with*, or *Ends with*, you can enter one or more digits. The *Session, Status*, and *Owner* filters use the same filter options.

The *Late Changed* and *Owner Changed* filters display All by default. You can also filter on *True or False*.

When you have a filter active, you will see a crossed out filter icon next to the original icon. Click this to easily remove the filter.

To Create a New Session Request:

Select *Create a New Request* from the main filter options. Fill in all of the information on the form, using the descriptions of sections and fields below as guidelines.

As you enter information, watch for exclamation points and error messages in red. These warnings indicate items that must be corrected before the request can be submitted. Most common errors are entering dates that conflict or leaving required fields blank.

Description of Fields on the Session Request Form:

Session Details
- **Session Term**– semester in which the session will reside (Calendar year plus spring, summer, or fall).
- **Session Code** – the three-digit identifier identifying the session you wish to activate from your inventory. Contact the Registrar's Office at regschedule@usc.edu with any questions.

Dates
- **First day of Classes** – enter the first date of instruction or select a date from the calendar.
- **Last day of Classes** – enter the last date of instruction or select a date from the calendar. In certain situations, the session will have a final examinations week (refer to the university's Academic Calendar for an example of the dates for the main UPC session). In this instance, the last day of classes is the

last day of instruction before the final examination period. However, if the session will not have a separate final examination period, the last day of classes is the same day that students take the final examination.

- **First day of Finals** – if the session will have a separate final examination period, enter the date finals will begin or select a date from the calendar. If not, enter the last day of classes.
- **Last day of Finals** – if the session will have a separate final examination period, enter the date finals will end or select a date from the calendar. If not, enter the last day of classes.
- **Does this session have any break***? – select the *Yes* or *No* radio button. Please note that the general university Spring and Thanksgiving breaks are **not** automatically added to sessions. If your session will contain one of these breaks, select the Yes radio button and enter the dates of the break. If yes, new fields will appear:
  - **Break 1 Start Date** – enter a date or select a date from the calendar. Required.
  - **Break 1 End Date** – enter a date or select a date from the calendar. Required.
  - **Break 2 Start Date** – enter a date or select a date from the calendar. Not required.
  - **Break 2 End Date** – enter a date or select a date from the calendar. Not required.
    *Session breaks must be at least five days long (including weekends). Breaks under five days do not need to be reported.

Location

- **Location –** select the location where classes will be held in the drop-down menu. The menu is divided by frequently used locations, U.S. locations, and international locations, sorted alphabetically by country, city, then (if designated) host institution. If the session will be held at more than one location, after choosing the first one, click on 'Add Location.' Select the next location. You can add as many locations as necessary.   If your specific location is not listed in the drop-down, choose *Other U.S. Location Not Listed Above* for domestic sites or *Other International Location* for overseas sites List your locations in order by date.
- **Start Date –** for each location, enter the first day students will be at this location.
- **End Date –** for each location, enter the last day students will be at this location.

Rates

- **Rate Type –** Choose from a list of standard rates published in the schedule of classes for each term or select 'other' for a non-standard rate. Based on your choice, some of the options may have defaults that cannot be edited. If rates are not available for your term, you will see *Rates for term haven't been posted, please skip this section.* You will receive an email asking you to add rates once they are posted.
- **Unit Rate Amount** – Appears for all sessions. If you chose *Other Unit Rate* or *Other Flat Rate* as the rate type, you must enter an amount here. Otherwise, the amount is provided by the rate type table and cannot be changed.
- **Flat Rate Amount** – Appears for any sessions offering a flat rate. If you chose *Other Flat Rate* as the rate type, you must enter an amount here. Otherwise, the amount is provided by the rate type table and cannot be changed.
- **Undergraduate Flat Rate Units** – Enter the minimum and maximum units for the undergraduate flat fee range. In most programs, this will be 12 to 18 units. The maximum must be at least one higher than the minimum. Will not appear if the rate type chosen is unit rate only.
- **Graduate Flat Rate Units** – Enter the minimum and maximum units for the graduate flat fee range. In most programs, this will be 15 to 18 units. The maximum must be at least one higher than the minimum. Will not appear if the rate type chosen is unit rate only.

Fees

Note: If you are entering your session request before tuition rates have been release before the budget office, the fee fields on the form will not be accessible. Please submit your request with all available fields completed. If Financial Aid and the Registrar approve your dates, you can proceed to schedule classes. Once rate information is available, you will be notified via email that you need to return to each session to enter your rate information. Your students will not be able to register for classes until you have entered this information and Bursar Administration has updated the rates on SIS.

- **Fee Code**—If you have approval from the Provost's Office to assess special fees to all graduate students enrolled in a session, enter the four-character mask for your FTCode. Do not enter 'central' mandatory fees such as health center, student activity fees, etc. here.
- **Amount** – Enter the amount to be assessed. Must be an even dollar amount.
- **Population** – Select *All*, *Graduate*, or *Undergraduate* from the drop-down list. Note that by policy, undergraduates cannot be assessed lab or other class-related fees.
- **Enrollment** – Select *All Enrollees*, *Half-time or Greater*, or *Less than Half-time* from the drop-down list. Note that this definition of half-time is used for fee assessments only and may not match the academic definition of half-time for your session.
- **Add Special Fees** – Click in this box to add another fee if necessary.

Comments

- **Leave a comment**: Enter any comments about your session here.

Next Step

Once you have completed the session request form, you will see a red *Next Step* button at the bottom of the form. Click on it to proceed. If the button is gray and you see a message in red saying *The information you have entered is either incomplete or invalid. Please review your entries.*, you should review each section of the form looking for error messages and correct any problems to enable the button.

After clicking the red *Next Step* button, you will see a page with the session details. Please review this carefully. It includes the information you provided, plus important dates related to enrollment changes and grading periods calculated based on the dates you entered. After you verify this information is correct, click on the red *Submit* button at the bottom of the form. If anything is incorrect, use the Back button to return to the data entry screen and make corrections.

To Change a Session Request:

Occasionally you may need to request a change to a session request form that has already been submitted. You can modify any session request belonging to your department. If you modify a request submitted by another owner, you become the request owner.

In the *My School's Requests* or *My Requests* menu, click on the line containing the session you need to modify. The system will display the current version of the request, along with previous versions (if any). If there are more than two versions, you can toggle through previous versions. You can also hide previous versions.

After reviewing the current request, click on *Modify* if a change is needed.

Session Request Details for 20191-222

| Term: 20191 | Session: 222 Horse Construction Seminars | Status: READY FOR REVIEW | School: Schliemann Institute | Owner: Tommy T | Late Changed ☐ | Owner Changed ☑ |

Cancel Request | Modify

Hide Previous

Version 2 Current | **Version 1** ▽

General Info

User Contact	Tommy Trojan	George Tirebiter
User Email	TommyT@usc.edu	GeorgeTB@usc.edu
User Phone	+1 213 111 1111	+1 213 111 1111

Dates

First Day of Classes	Feb 24, 2019	Feb 24, 2019
Last Day to Add/Drop	Mar 04, 2019	Mar 04, 2019
Last Day for Enrollment Change	Mar 13, 2019	Mar 11, 2019
Session Breaks		
Last Day to Withdraw	Mar 28, 2019	Mar 28, 2019
Last Day of Classes	Apr 06, 2019	Apr 06, 2019

Are you sure you want to modify this session request?

Your request will be reviewed by the Registrar. Making changes to session dates so close to the beginning of classes affects the timely issuance of financial aid, the tuition bill due date, and the issuance of transcripts. Please also note that this request was originally submitted on 2/1/2019 by   Tommy Trojan   . Are you sure you want to make changes to this request?

No | Yes, modify this session

You will see a popup warning of possible consequences of late changes and asking you to verify that you wish to modify the session.   If you choose yes, you will get the same data entry screen you use to create a new session request, with the contents of the current request already filled in.

Make your changes and submit. Please note that any increases in tuition or fees after the session has begun must be approved by the Provost's Office and require that the requesting department notify all students who will be affected by the change *BEFORE* the change can be approved.

Who to contact for help:

If you have questions about session requests, please contact us at regschedule@usc.edu or at 213.740.4608. For questions about tuition rates or fees, please contact sfo@usc.edu .