Guidelines for Requesting Non-Standard Sessions

Background:
The University of Southern California operates on a semester schedule. The Fall semester is 16 weeks, Spring 17 weeks (minus the week-long spring break), and Summer is 12 weeks. Many USC departments 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. If your department wants to offer a course that meet any of the criteria above, the course must be offered in a non-standard session code.

To identify such special programs in the student information system (SIS), the Registrar’s Office creates a unique session code, which is a three-digit identifier. Just about every department owns a session code that may be used every semester for a special 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. All these dates display in SIS process SIS.D.SESS.

How to Offer a Course in a Non-Standard Session:
1. Take a moment to take the Financial Aid Eligibility Considerations in Course Scheduling course on Trojan Learn.
2. Submit the Non-Standard Session Set-up Form to the Registrar’s Office at regschedule@usc.edu. It is critical to you work closely with faculty to identify the first and last dates of instruction on the form.
3. Schedule classes for the session after receiving confirmation that the session has been activated.
4. Check all dates for the session on SIS.D.SESS and communicate the dates to faculty.
5. Verify that the Bursar’s Office has applied fees to the session on page 2 of SIS.D.SESS. It is at this point that students can register for the class.

How Non-Standard Session Requests are Processed:
Every non-standard 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 approved by the Financial Aid Office and that meets USC’s semester dates (please refer to the #6 definition on the next page). After the dates for the session have been set up in SIS, the Registrar’s Office notifies Bursar Administration to apply tuition and fees.

Procedure for Special Topics Courses (499 or 599):
Departments scheduling a special topics course in a non-standard session should contact the Registrar’s Office for assistance by emailing regschedule@usc.edu.

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 tuition and fee calculation program goes through each session in order of the highest number of
• Tuition income distributes all the money, regardless of the code used, to the tuition income pool. The Budget Office distributes the money to individual departments.

Description of Fields on the Non-Standard Session Request Form:
1. Department Name – Enter the department name or its abbreviation. Example: Psychology or PSYC.
2. Department Contact – Name of the person submitting the special program request.
3. Phone – Telephone number of the person submitting the special program request.
* Regular term dates are university dates for all classes offered during the fall and spring terms based on 16 week period. During the summer terms, a regular session may range from 4-12 weeks.
‡ Departments that request a change in the ending date of a session are subject to a $100 charge.
4. Name of Session - A description of the session that will be entered in SIS and will appear on a student’s transcript. Please use this format: School – Department – Program Name
5. Section Title – The title for the course that will print in the Schedule of Classes and on student transcripts.
6. Term – year and semester in which the department will offer the course:
Spring (sessions ending between January 16 and May 15)
Summer (sessions ending between May 16 and September 15)
Fall (sessions ending between September 16 and January 15)
7. Session # - the 3-digit code assigned to the session. If the coordinator wishes to request a session offered in a previous term (example: requesting session 984 for summer 2016, which was used in summer 2015), the coordinator may enter the session number. If the coordinator does not know the session number, or if the special program is new, the field remains blank.
8. Prefix – the department’s abbreviation (BUAD, AME, HP, SPAN, etc.).
9. Course Number - Three-digit number of the course being offered. This number, combined with the Prefix, gives a complete designation for the course, such as BUAD-494.
10. Section Number – Each class must have a 5-digit identifier in SIS. Departments have a range of class (or section) numbers for every class that may be used each term.
11. Unit Value - Number of units assigned to the course. Refer to RNR.D.CATALOG in SIS, or the USC Catalogue. The units entered should be the maximum units that most students are expected to earn (note that they may earn fewer units if they take less than a full load).
12. Time / Day –
Time - Begin and end times for the class. (e.g., 9:00-11:15 a.m.).
13. Section Comments – In this space, enter up to a 30-character comment specific to the section (list 3 descriptors: 1. the country and 2. university name where the course will take place, and 3. the USC school offering the program).
14. Instructor Name - Name of the instructor who will be teaching the course. The instructor’s name should be entered in the following order: Last name, First name
15. Start Date – This date should be no earlier than the first day on which the class listed will meet.
16. Session End Date – The last date the class will meet. The Grade Department enables the USC Grading and Roster System (GRS) to accept final grades based on the session end date.
17. Session Break Start Date – required for a course in which a break five days or longer will be taken. If the course will follow USC’s Thanksgiving holiday, the course must have a session break.
18. Session Break Start Date – the first day students are back from the instructional break.
19. Income Account # - The account number to which enrollment in the class should be credited.
19. **Tuition per Unit**: Amount of tuition that will be charged per unit of coursework taken. If a flat rate applies you may leave this field blank.

20. **Tuition Flat Rate** - A flat amount to be charged to students falling within a specified unit range. Please #20 below for more information. If only unit rate is to be charged, use N/A.

21. **Flat Rate Units Range** – the range within which the flat rate is to be charged.
   For example, in session 001, the undergraduate flat rate is charged between 12 and 18 units. Students enrolled in less than 12 units are charged at unit rate. Between 12 and 18, students are charged flat rate. Students enrolled in more than 18 units are charged flat rate PLUS the number of units over 18 times the unit rate. If only unit rate is to be charged, use N/A.

21. **Estimated Enrollment** - Capacity of the course. This may not exceed the capacity of the room in which the class will be scheduled.

22. **UPC** – If the course will meet at UPC, indicate Y; else N. All sessions held at UPC and HSC carry on-campus mandatory fees.

23. **Off-Campus** – select the off-campus location in the drop-down menu.

24. **Other Location** – if the location for the course is not an option in the Off-Campus drop-down list, please provide the physical address of the location where the course will be taught.

**Who to contact for help:**
If you have questions about special sessions, please contact us at regschedule@usc.edu or at 213.740.4608.