Guidelines for Requesting 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. Complete and submit the Session Set-up Form by copying and pasting the following link into your browser https://esdweb.esd.usc.edu/nonstandardsessionrequest
3. Review the confirmation email from the system informing you whether your session request was approved or rejected.
4. Schedule classes for the session after receiving confirmation that the session has been activated.
5. Check all dates for the session on SIS.D.SESS and communicate the dates to faculty.
6. 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 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 by the Registrar’s Office, the Bursar’s Office applies all associated tuition and fees.

Procedure for Special Topics Courses (499 or 599):
Departments scheduling a special topics course in a non-standard session should submit a Kuali eDoc request for the curriculum review portion and submit a session request to schedule 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 tuition and fee calculation program goes through each session in order of the highest number of units.
- 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. **For semester** – semester in which the session will reside (Fall, Spring, or Summer).
2. **Session Code** – the three-digit identifier assigned to this session previously. If this is a new program, or you do know its session code, leave this field blank.
3. **First day of Classes** – enter a date or select a date from the calendar.
4. **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 USC session). In this instance, the last day of classes is the last day of instruction before the final examination period. But if the session will not have a separate final examination period, the last day of classes is the day that students take the final examination.
5. **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.
6. **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.
7. **Class held at UPC?** - If the course will meet at UPC, indicate Yes or No.
8. **Off-Campus Location** – select the off-campus location in the drop-down menu.
9. **Tuition 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.
10. **Tuition per Unit** – If you chose ‘other,’ enter the per unit rate.
11. **Tuition Flat Rate** – If you chose ‘other’ and you wish to offer a flat rate, enter that rate. If no flat rate is offered, enter the unit rate again.
12. **No Breaks** – select this checkbox if the students will not have a break in instruction five days or longer. Please note that the USC Thanksgiving break is from Wed-Sun, which is five days.
13. **Add a Session Break** – click this button if the students will have a break in instruction five days or longer.
14. **Add a Section** – click this button if you want to list the sections that will be created in this session. Please note that the sections entered here are for viewing purposes only, and that they will not be written to SIS by the Registrar’s Office.
15. **Last day to Add/Drop** – date calculated by the system as the deadline to add the course, get a refund for dropping the course, and changing the grading option to Pass/No Pass and Audit.
16. **Last day for Enrollment Change** – date calculated by the system as the deadline to change from the Pass/No Pass option to Letter Grade.
17. **Last day to Withdraw** - date calculated by the system as the deadline to drop the course without getting a final grade.
18. **Session Comment**: If you have approval to assess a special fee or same major fee for the session, provide the FTCode, amount, and indicate whether special or same major here.
19. **Other campus location**. If you entered “other” in off-campus location, you must provide a specific location here.
20. **Flat Rate Range** – enter the range of units for which flat rate will be offered. The two numbers may not match. If no flat rate is offered, enter ‘98’ as the low number and ‘99’ as the high number.

**Who to contact for help:**
If you have questions about special sessions, please contact us at regschedule@usc.edu or at 213.740.4623.