

ACADEMIC SCHEDULING

Sessions, Dynamically-dated Courses, and Instruction Modes

AGENDA

- Definitions of “term” versus “session”
- Summer sessions
- Dynamically dated courses
- How to determine course add/drop and withdrawal deadlines
- Instruction mode: in person, online, and blended courses
- Course topics

TERM VS. SESSION

TERM: The full date range of a semester, from the start of classes to the end of exams (in fall and spring) or the last possible class day (summer).

SESSION: A range of dates within* the term.

*A session can be the entire length of the term.

HOW TO TELL WHAT SESSION A COURSE IS SCHEDULED IN

In Maintain Schedule of Classes:

In Class Search (student view):

Course ID: 016769 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2017 Undergrad
Subject Area: TEST Test Courses
Catalog Nbr: 100 Test Course 2

Class Sections: Find | View All First 1 of 3 Last

*Session: 1 Regular Academic Session
*Class Section: 02 Class Nbr: 27088
*Component: LEC Lecture *Start/End Date: 01/09/2017 05/06/2017
*Class Type: Enrollment Event ID:
*Associated Class: 1 Units: 2.00 Associated Class Attributes

Course ID: 016769 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2017 Undergrad
Subject Area: TEST Test Courses
Catalog Nbr: 100 Test Course 2

Class Sections: Find | View All First 3 of 3 Last

*Session: DD Dynamic Date Session
*Class Section: 01 Class Nbr: 27086
*Component: LEC Lecture *Start/End Date: 01/09/2017 03/15/2017
*Class Type: Enrollment Event ID:
*Associated Class: 1 Units: 2.00 Associated Class Attributes

Search for Classes

Search Results

The Catholic Univ of America | Spring 2017

The following classes match your search criteria Course Subject: **Test Courses**, Show Open Classes Only: **Yes**

Open Closed Wait List

PRINT NEW SEARCH MODIFY SEARCH

2 class section(s) found

TEST 100 - Test Course 2

Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
	27086	01-LEC Dvn Date	TBA	TBA	Staff	01/09/2017 - 03/15/2017	●
Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
	27088	02-LEC Regular	TBA	TBA	Staff	TBA	●

PRINT NEW SEARCH MODIFY SEARCH

DYNAMICALLY DATED COURSES

Q: What is a dynamically dated course?

A: Class dates fall within the regular term dates but class length is shorter than the full term.

SESSION 1 (first day of classes to last day of exams)

Session DD (6-week elective)

Session DD (6-week elective)

January

May

Session DD (Spring Break trip)

Sample Spring Semester

DYNAMICALLY DATED COURSES

Add/drop and withdrawal deadlines are calculated to be different than full-semester classes.

- Dynamic date rule is set in the course's Course Catalog entry.
- Most commonly, class deadlines are set based on PERCENT OF TIME--deadlines for DD courses follow the same proportion as full-semester courses.
- Fully-online programs (MSPS, NCSSS, School of Nursing) have special DD rules. Courses for these programs need to be scheduled DD with the appropriate dates from the appropriate online program's [academic calendar](#).

DYNAMICALLY DATED COURSES

SESSION 1 course

Add/ drop

DD course

Add/
drop

DD course

Add/drop

January

May

SUMMER SESSIONS

- Several pre-made sessions exist for departments to slot classes into. One benefit to using these is that the add/drop and withdrawal dates are uniform for all classes in the session and posted online!
- You can still schedule courses as Dynamically Dated if the course dates don't fall within the dates of any sessions.
- **WHATEVER YOU DO, PLEASE SCHEDULE COURSES WITH ACCURATE DATES.** It is confusing and detrimental to students otherwise.
 - Note that class meetings do not have to match the session dates exactly. For example, a course starting May 17 and ending June 21 would be scheduled in session 16, since its start and end dates fall within the start and end date ranges for session 16. It should NOT be scheduled DD.
 - Instruction needs to start when the class dates start so that students are able to drop or withdraw from the course by the appropriate deadline.

Session 114: 14-week session. Starts first day of term (May) and runs until last day of term (August)

Session ON1: First online session. Starts first day of term (May) and runs 7 weeks.

Session 111: 11-week session. Starts a week into term (May) and runs 11 weeks.

Session 15: First 5-week session. Starts a week into term (May) and runs 5 weeks.

Session 16: First 6-week session. Starts a week into term (May) and runs 6 weeks.

Session ON2: Second online session. Starts in middle of term and runs 7 weeks.

Session 25: Second 5-week session. Starts in middle of term and runs 5 weeks.

Session 26: Second 6-week session. Starts in middle of term and runs 6 weeks.

DD courses can be scheduled any date range that doesn't fall into one of these sessions.

May

June

July

August

Sample Summer Semester

SUMMER SESSIONS

IMPORTANT GUIDELINES

- All internships, independent study and research courses, and thesis or dissertation guidance courses MUST be scheduled in session 114.
- Any undergrad online offerings must be at least 7 weeks long (and we strongly encourage the use of the ON1 and ON2 sessions). Grad online offerings have no minimum length restriction.
 - Exception: Deltak/Wiley fully online courses must meet for either seven or 14 weeks, in accordance with the appropriate [Fully Online Program Calendar](#).
- On-campus courses MUST end at least one week before the last day of summer term. (No on-campus courses can take place in session 114.)

FINDING A COURSE'S DEADLINES

- Navigate to Cardinal Students > Class Search/Browse Catalog > Class Search
- Select the correct term from the "Term" drop-down box.
- Enter the subject and course number of the class and click Search.

The screenshot shows the 'Search for Classes' page on the Cardinal Students website. The page has a red header with navigation links: 'Favorites', 'Main Menu', 'Class Search / Browse Catalog', and 'Class Search'. Below the header is the university logo and the text 'Cardinal Students'. The main content area is titled 'Search for Classes' and 'Enter Search Criteria'. It features a search form with the following fields and options:

- Institution:** A dropdown menu set to 'The Catholic Univ of America'.
- Term:** A dropdown menu set to 'Summer 2017'.
- Class Search:** A section with a green arrow icon and the following fields:
 - Subject:** A dropdown menu set to 'Theology and Religious Studies'.
 - Course Number:** A dropdown menu set to 'is exactly' and a text input field containing '220'.
 - Course Career:** A dropdown menu.
 - Search Options:** Two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked).
- Additional Search Criteria:** A section with a green arrow icon.

At the bottom right, there are two buttons: 'CLEAR' and 'SEARCH'. The 'SEARCH' button is highlighted with an orange box. A callout box with an arrow points to the 'Show Open Classes Only' checkbox, containing the text: 'Uncheck this box to ensure the course comes up in results, even if it's closed.'

FINDING A COURSE'S DEADLINES

- On the results page, identify the course section you are seeking dates for and click the "Academic Calendar" icon next to it.

Navigation: Favorites | Main Menu > Class Search / Browse Catalog > Class Search

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Search for Classes

Search Results

The Catholic Univ of America | Summer 2017

The following classes match your search criteria Course Subject: **Theology and Religious Studies**, Course Number is exactly '220', Show Open Classes Only: **Yes**

● Open ■ Closed ▲ Wait List

PRINT NEW SEARCH MODIFY SEARCH

2 class section(s) found

▼ TRS 220 - Church Through the Ages: Paul to Luther

Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
	2027	L1-LEC Online 1	TBA	ONLINE	Susan Wessel	05/08/2017 - 06/24/2017	●
Academic Calendar	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
	2034	L2-LEC Online 2	TBA	ONLINE	Susan Wessel	06/26/2017 - 08/12/2017	●

PRINT NEW SEARCH MODIFY SEARCH

FINDING A COURSE'S DEADLINES

- The screen will display the course start and end dates, the add/drop deadline, and the withdrawal deadline.

Navigation: Favorites ▾ | Main Menu ▾ > Class Search / Browse Catalog ▾ > Class Search

THE CATHOLIC UNIVERSITY of AMERICA  Cardinal Students

Search for Classes

Academic Calendar Deadlines

Undergraduate Summer 2017
Online Session 1

TRS	220	Section: L1	Church Thru Ages:Paul - Luther
Class Start Date:	05/08/2017	End Date:	06/24/2017
Drop/ Add:	05/13/2017	Last date to add class. If the class is dropped on or before this date it will not appear on your transcript.	
Drop with Penalty:	06/11/2017	If the class is dropped on or before this date it will appear on your transcript with the grade of W.	

(Note: Academic Calendar dates are subject to change)

[Return to Search for Classes](#)

FINDING A COURSE'S DEADLINES

- Alternatively, if you are helping a student, you can navigate to the student's Student Center, look at their schedule, and use the same Academic Calendar icon to view deadlines.
- Navigation: Cardinal Students > Campus Community > Student Services Center
- Enter student ID and click "Search."

The screenshot shows the 'Student Services Center' search page. At the top, there is a navigation bar with links for 'Favorites', 'Main Menu', 'Campus Community', and 'Student Services Center'. Below this is the university's logo and the text 'Cardinal Students'. The main heading is 'Student Services Center', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a section titled 'Search Criteria' with a dropdown arrow. The search criteria include: 'ID:' with a dropdown set to 'begins with' and a text box containing '2202982'; 'Campus ID:' with a dropdown set to 'begins with' and an empty text box; 'National ID:' with a dropdown set to 'begins with' and an empty text box; 'Last Name:' with a dropdown set to 'begins with' and an empty text box; and 'First Name:' with a dropdown set to 'begins with' and an empty text box. There is an unchecked checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300):' containing the number '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

FINDING A COURSE'S DEADLINES

- On the next page, in the Academics section, click the academic calendar icon next to the course for which you want to know the deadlines.

The screenshot shows the 'Cardinal Students' portal for Stacy Lynn N. (ID: 2202982). The navigation bar includes 'Favorites', 'Main Menu', 'Campus Community', and 'Student Services Center'. The user's name and ID are displayed at the top. Below this are tabs for 'student center', 'general info', 'admissions', 'transfer credit', 'academics', 'finances', and 'financial aid'. The 'Academics' section is active, showing a 'Spring 2017 Schedule' table. A red box highlights the 'Deadlines' icon next to the course 'TEST 100-01 LEC (27086)'. Other icons for 'URL' and 'Gradebook' are also visible. A 'SEARCH FOR CLASSES' button is on the right. The 'Holds' section shows 'No Holds.' and the 'To Do List' includes '2012-2013 Ind Verif Wksht' and 'Default'. A red link at the bottom reads 'View Your Expected Graduation Term and Diploma Application Status'.

Cardinal, Stacy Lynn N. ID: 2202982

student center general info admissions transfer credit academics finances financial aid

Stacy Lynn's Student Center

Academics

My Class Schedule Shopping Cart My Planner

other academic... >>

Deadlines URL Gradebook

Spring 2017 Schedule	
Class	Schedule
TEST 100-01 LEC (27086)	Room: TBA

weekly schedule ▶

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
2012-2013 Ind Verif Wksht
Default

[View Your Expected Graduation Term and Diploma Application Status](#)

FINDING A COURSE'S DEADLINES

- The deadlines will be displayed on the next page.

Favorites | Main Menu > Campus Community > Student Services Center

THE CATHOLIC UNIVERSITY of AMERICA  Cardinal Students

Student Center

Academic Calendar Deadlines

Stacy Lynn N. Cardinal **Spring 2017**
Undergraduate Dynamic Date Session

TEST	100	Section: 01	Test Course 2
Class Start Date: 01/09/2017		End Date: 03/15/2017	
Drop/ Add:	01/17/2017	Last date to add class. If the class is dropped on or before this date it will not appear on your transcript.	
Drop with Penalty:	02/22/2017	If the class is dropped on or before this date it will appear on your transcript with the grade of W.	
Drop with Greater Penalty:	03/15/2017	If the class is dropped on or before this date it will appear on your transcript with the grade of F.	
Last Date to Drop:	02/22/2017	You are not allowed to drop after this date. If you must drop you need to contact your advisor.	

(Note: Academic Calendar dates are subject to change) [Return to Student Center](#)



INSTRUCTION MODE

Blended

Directed
Research

Exam

Online

Full-time equivalency

In Person

INSTRUCTION MODE

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 009531 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Summer 2017 Undergrad
Subject Area: TRS Theology and Religious Studies
Catalog Nbr: 220 Church Thru Ages:Paul - Luther

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

*Session: ON1 Online Session 1 Class Nbr: 2027
*Class Section: L1 *Start/End Date: 05/08/2017 06/24/2017
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 70 Units: 3.00 Associated Class Attributes
*Campus: MAIN CUA Add Fee
*Location: MAIN The Catholic Univ of America
Course Administrator:
*Academic Organization: RELSTUDIES Theology and Religious Studies
Academic Group: RELST Theology and Religious Studies
*Holiday Schedule: ACHS
*Instruction Mode: OL Online
Primary Instr Section: L1

Schedule Print
 Student Specific
 Sync Attendance with Class Mtg
 GL Interface Required

Look Up Instruction Mode Help

Academic Institution: CRDNL
Instruction Mode: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-16 of 16 Last

Instruction Mode	Description
BL	Blended (in-person and online)
DR	Directed Research
EI	Educ Mal Insur Low
EX	Exam
FT	Full Time Equivalency
IS	Independent Studies
LO	Nurs Mal Insur Low Only
MH	Nurs Mal Insur High
ML	Nurs Mal Insur Low
MO	Malpractice Insur High Only
NC	Nursing Clinical Lab Fee Only
OF	Online and Full-Time Equiv.
OL	Online
P	In Person
PI	Psych Mal Insur Low
SI	SSS Mal Insur Low

INSTRUCTION MODE

Look Up Instruction Mode

Academic Institution: CRDNL

Instruction Mode: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-16 of 16 Last

Instruction Mode	Description
BL	Blended (in-person and online)
DR	Directed Research
EI	Educ Mal Insur Low
EX	Exam
FT	Full Time Equivalency
IS	Independent Studies
LO	Nurs Mal Insur Low Only
MH	Nurs Mal Insur High
ML	Nurs Mal Insur Low
MO	Malpractice Insur High Only
NC	Nursing Clinical Lab Fee Only
OF	Online and Full-Time Equiv.
OL	Online
P	In Person
PI	Psych Mal Insur Low
SI	SSS Mal Insur Low

- Instruction mode defaults to P for in-person unless set differently in the course catalog. Courses that are ALWAYS taught online or blended should have "OL" or "BL" as their default mode.
 - If you wish to offer a course online that's normally in-person, change the instruction mode from "P" to "OL."
- Some instruction modes are department-specific and affect course fees.
 - Education, Nursing, NCSSS, and Psy have codes that attach course fees to cover students' malpractice insurance and/or clinical fees
 - Other departments can and should ignore these modes.
- Other modes such as "EX" or "DR" are set in the catalog and applied automatically when courses are scheduled. Some confer full-time status based on the [Graduate Enrollment Policy](#).

COURSE TOPICS

GENERAL NOTES

- Course topics are set in the course catalog.
- Departments ALWAYS maintain the ability to edit them.
- Topics can be used to allow a course to cover different material during different semesters.
- Study Abroad courses use topics to indicate where a course is taking place. **ALL study abroad courses should have a topic assigned.** The topic should be the city and country of where the course is held.

COURSE TOPICS

EXAMPLE OF A SPECIAL TOPICS COURSE: DR 202 – “Theatre Topics”

[Catalog Data](#) | [Offerings](#) | [Components](#) | [GL Interface](#)

Course ID: 001551

[Find](#) | [View All](#) | First 1 of 1 Last

***Effective Date:** 10/31/2013 ***Status:** Active **Course Offering** 1 of 1

***Description:** Theatre Topics **DR** 202

Long Course Title: Theatre Topics

Long Description: Study of drama, theatre, criticism, and culture through focus on selected problems, issues, or periods. Topics and faculty for each term announced in advance. Recent topics have included theatre architecture; critical approaches to drama from Freud to feminism; plays of political, social, and personal expression; the role of the director in pre-modern, modern, and post-modern eras; and plays since World War

Course Units/Hours/Count

Minimum Units: 3.00 **Last Course of Mult Term Seq:** ***Enrollment Unit Load Calc Type:** Actual Units

Maximum Units: 3.00 **Course Count:** 1.00

Academic Progress Units: 3.00 **Course Contact Hours:** 3.00

Financial Aid Progress Units: 3.00

Course Grading

***Grading Basis:** Graded ***Grade Roster Print:** Component

Graded Component: Lecture

Repeat for Credit Rules

Repeat for Credit **Total Units Allowed:** 99.00

Allow Multiple Enroll in Term **Total Completions Allowed:** 99

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1	Playwriting Since WW II	Playwritin	Playwriting Since WW II	96
2	To Be Announced	To Be Anno	To Be Announced	97
3	Agit-prop, Social, Personal	Agit-prop.	Agit-prop, Social, Personal	98
4	Renaissance to Resoration	Renaissanc	Renaissance to Resoration	99
5	Theatre and Censorship	Theatre an	Theatre and Censorship	100
6	Theatre of the Absurd	Theatre of	Theatre of the Absurd	101
7	Ethnic Drama	Ethnic Dra	Ethnic Drama	102
8	Irish Drama & Theatre	Irish Dram	Irish Drama & Theatre	103
9	Restoration to Today	Restoratr	Restoration to Today	104
10	American Drama/Theatre	Amer Drama	American Drama/Theatre	105
11	Docudrama	Docudrama	Docudrama	106
12	Creative Hist-Acting Technique	ActTechniq	The Creative History of Acting Techni	107
13	Reggae Theatre	Reggae	Reggae Theatre	150
14	Greeks to Restoration	Greeks	Greeks to Restoration	171
15	18th through 20th Centuries	18th-20th	18th through 20th Centuries	172
16	History of American Theatre	Am Theatre	History of American Theatre	175
17	History and Theory of Acting	Hist/Theory	History and Theory of Acting	526
18	Restoration Theatre	Rest Theat	Restoration Theatre	688
19	Dramatic Literature Post 9/11	Post 9/11	Dramatic Literature Post 9/11	723
20	Theatrical Collaborations	Thea Coll	Theatrical Collaborations--a brief histo	750
21	Great Collaborations	Great Coll	Great Collaborations	772
22	Elizabethan Theatre	Eliz Theat	Elizabethan Theatre	802
23	Social Issue Theater	Social Iss	Social Issue Theater	926
24	English Restoration Theatre	English Re	English Restoration Theatre	942

Catalog Data | Offerings | Components | GL Interface

Course ID: 000773

Find | View All First 1 of 1 Last

*Effective Date: 11/30/2015 *Status: Active Course Offering 1 of 1

*Description: Independent Study ENG 594

Long Course Title: Independent Study

Long Description:

Course Units/Hours/Count

Minimum Units: 3.00 Last Course of Mult Term Seq:

Maximum Units: 3.00 *Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 3.00

Course Grading

*Grading Basis: Graded *Grade Roster Print: Component

Graded Component: Ind Study

Repeat for Credit Rules

Repeat for Credit Total Units Allowed: 99.00

Allow Multiple Enroll in Term Total Completions Allowed: 99

Additional Course Information

*Instructor Edit: No Choice

*Add Consent: Dept Cnsnt *Drop Consent: No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes Personalize | Find | First 1 of 1 Last

*Course Attribute *Course Attribute Value

Override Topic Link ID:

Course Topics Personalize | Find | First 1-5 of 5 Last

Description Repeat For Credit

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1	Literature of the Amer South	Literature	Literature of the American South	173
2	History of Rhetoric I	Rhetoric I	History of Rhetoric I	1664
3	Readings in American Lit	Am Lit	Readings in American Literature	1879
4	Writing of Geoffrey Chaucer	Literature	The Writing of Geoffrey Chaucer	1922
5	Theology of John Milton	Literature	The Theology of John Milton	1924

COURSE TOPICS

Independent study courses can also benefit from having course topics.

COURSE TOPICS

ADDING COURSE TOPICS

1. Navigate: Cardinal Students > Curriculum Management > Course Catalog > Course Catalog
2. Search for the course.
3. Click the plus sign button to add a new row (effective date will change).
4. Scroll to the bottom of the "Catalog Data" tab. Click the plus sign to add additional rows.
5. Click save when finished.

Course ID: 016769

*Effective Date: 01/01/1901 *Status: Active Course Offering: TEST 100

*Description: Test Course 2

Long Course Title: Test Course 2

Long Description:

Course Units/Hours/Count

Course Topics

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1	Test topic I	Test I	Test topic I	
2	Test topic II	Test II	Test topic II	
3				

COURSE TOPICS

ADDING COURSE TOPICS TO A SCHEDULED CLASS

1. Navigate to the course in Maintain Schedule of Classes.
2. On the "Basic Data" page, click the magnifying glass next to the "Course Topic ID" field.
3. Select the topic from the list in the pop-up.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 016769 Course Offering Nbr: 1
Academic Institution: The Catholic Univ of America
Term: Spring 2017
Subject Area: TEST
Catalog Nbr: 100

Auto Create Component

Class Sections

*Session: 1
*Class Section: 02
*Component: LEC
*Class Type: Enrollment
*Associated Class: 1
*Campus: MAIN
*Location: MAIN
Course Administrator:
*Academic Organization: CRDNL
Academic Group: CRDNL
*Holiday Schedule: ACHS
*Instruction Mode: P
Primary Instr Section: 02

Look Up Course Topic ID

Cancel

Search Results

Course ID	Course Topic ID	Description
016769	1	Test topic I
016769	2	Test topic II

Attributes

Add Fee

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

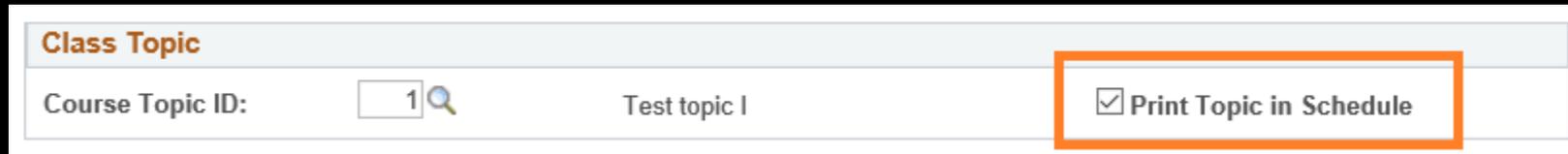
Class Topic

Course Topic ID:

Print Topic in Schedule

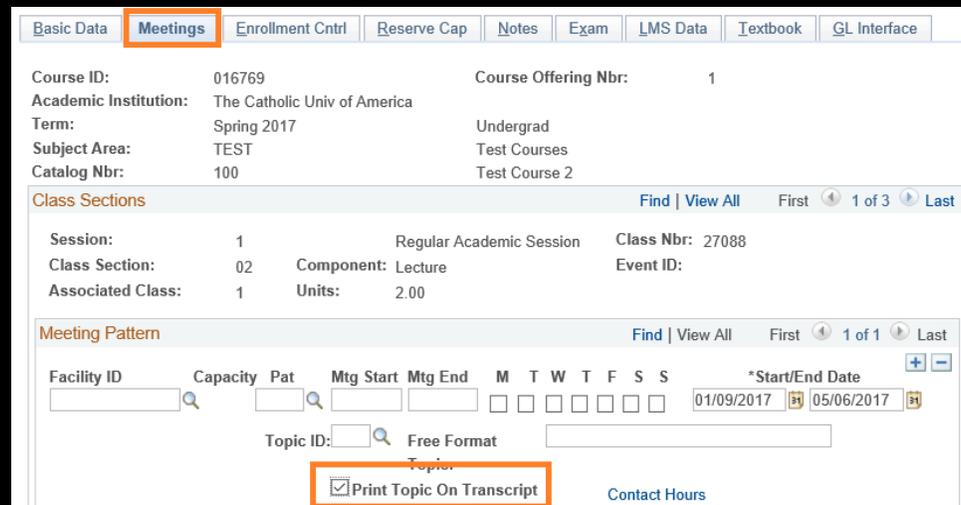
COURSE TOPICS

The "Print Topic in Schedule" checkbox on the Basic Data tab controls whether the topic is listed in student class search.



The screenshot shows a form titled "Class Topic". It includes a search field for "Course Topic ID" with the value "1" and a magnifying glass icon. To the right of the search field, the text "Test topic I" is displayed. On the far right, there is a checkbox labeled "Print Topic in Schedule" which is checked. The checkbox and its label are enclosed in an orange rectangular box.

To make the course topic print on the student's transcript, check the "Print Topic On Transcript" box under the Meetings tab.



The screenshot shows the "Meetings" tab selected in a software interface. The "Print Topic On Transcript" checkbox is checked and highlighted with an orange box. The interface includes several sections: "Basic Data" (with tabs for Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, GL Interface), "Class Sections", and "Meeting Pattern". The "Meeting Pattern" section contains a table with columns for Facility ID, Capacity, Pat, Mtg Start, Mtg End, M, T, W, T, F, S, S, and *Start/End Date. Below this table, there are fields for Topic ID and Free Format, and a "Print Topic On Transcript" checkbox. A "Contact Hours" link is also visible.

FOR THE FUTURE

Keep an eye out for information on [our website](#) about forthcoming Enrollment Services training sessions!

Dates and times are TBA based on room availability--we'll know more after 1171 add/drop.

AUDIENCE POLL: WHAT KINDS OF TOPICS WOULD YOU LIKE US TO COVER?