



## Office of the Registrar

### **Pilot for Graduate and Undergraduate Short Courses for Fall 2019 Information for Students and Schools**

A pilot program will be in place for Fall 2019 one-credit graduate and undergraduate short courses to determine how such courses might operate were Tech to implement permanent scheduling options in the future. The following information is important for the Schools intending to experiment with these one-credit classes and for students who wish to enroll in them.

#### Information for Schools Participating in the Pilot

1. The pilot short courses for Fall 2019 *must be one-credit offerings* scheduled with start dates from the grid below. They will use the approved 3-credit meeting pattern on the daily Fall scheduling grid. The Registrar's Office has built new parts of term to indicate these start and stop dates. Contact the scheduler in your School for more information.
2. The one-credit pilot courses would run for 5 weeks. They would begin and end on the dates in the grid below. We suggest to the Associate Deans that Schools communicate with each other about course offerings so that the Registrar's Office and the scheduler in the unit can pair up courses if the School is offering only one or two experimental short courses and not three scheduled back to back.
3. These courses are to be offered as Special Topics. Schools should decide at what level, 1000-4000 or they wish to offer the pilot undergraduate course (courses). Graduate level special topics numbers are 8800-8899. Contact the Registrar's Office if you have any questions ([scheduling@registrar.gatech.edu](mailto:scheduling@registrar.gatech.edu)).
4. These experimental short courses are limited to Campus A at this time.
5. When creating the section in Banner, the long title should be used so that the students will know the content of the short course. If the long title is not included, the course will appear only as "Special Topics" and students won't be able to see the more detailed information on content in the Schedule of Classes.
6. There can be a final project or test during the regular hours of the course, but there cannot be a separate final exam period for Sessions 1 and 2. Session 3 would abide by the current reading period and final exam schedule.
7. Remain aware that this is a pilot program. There has been no change to the official academic calendar. We are using existing and new "parts of term" in Banner to experiment with new course content in smaller packets.

- In any future change to the calendar that would mirror how the Summer Session operates, more or less, there would be issues related to fee payment, applicability toward degree requirements, refunds, and withdrawal dates. All of these things would have to be evaluated with the appropriate units on campus and there would have to be additional reviews and actions by committees and approvals by external agencies. We are not there yet. We are simply experimenting with new course content delivered in one-credit, five-week packets.

Information for Students Wishing to Enroll in Pilot Short Courses

- Students should not use these one-credit short courses to make up their 12 hours for full-time standing or for purposes of meeting financial aid eligibility requirements. These courses should be considered as one-credit add-ons to the student’s full schedule.
- Students will register for these one-credit, pilot courses in Phase I or Phase II registration as they normally would. All normal rules apply.
- Withdrawing from one of these short courses after the close of Phase II registration will result in a W grade. The W grade will be counted as “attempted hours” as it normally does for financial aid purposes.
- In the first two segments that start in August and September, students may withdraw from courses in the normal manner by the deadline of October 26, 2019 at 4:00 PM. See the academic calendar on the Registrar’s Office website. In the last segment that begins on October 28, students will have to notify the Registrar’s Office for assistance with drawing from the course. Students should contact the Registrar’s Office at [comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu) with their names, GT IDs, and the CRN of the course they wish to withdraw from noting that it is one of the pilot short courses.
- There will be no refunds for individual course withdrawals after the close of Phase II registration.
- Students should bear in mind that these one-credit short courses may apply only in the Free Elective areas for their degree program. The academic advisors can answer related questions.

Information for Campus Schedulers

The 5wk part of term dates for Fall 2019 would break down as follows. The one-credit short courses will run for five weeks and can start on any of the dates listed in red below. The one-credit short courses can start on August 19, September 23, or October 28, 2019. It is important for Schools to follow this pattern so that we can maximize the use of classrooms. For the purposes of classroom scheduling and giving students options of which short courses they would like to sample, Schools should use different start dates if they are offering more than one of these courses.

Fall 2019	
Mini 1, Week 1	August 19 – 23

Fall 2019 Short Courses  
 Office of the Registrar  
 3/27/2019 8:24 PM

Mini 1, Week 2	August 26 – 30
Mini 1, Week 3	September 2 – 6
Mini 1, Week 4	September 9 – 13
Mini 1, Week 5	September 16 – 20
<b>Mini 2, Week 1</b>	<b>September 23 – 27</b>
Mini 2, Week 2	September 30 – October 4
Mini 2, Week 3	October 7 – 11
Mini 2, Week 4	October 14 – 18
Mini 2, Week 5	October 21 – 25
<b>Mini 3, Week 1</b>	<b>October 28 – November 1</b>
Mini 3, Week 2	November 4 – 8
Mini 3, Week 3	November 11 – 15
Mini 3, Week 4	November 18 – 22
Mini 3, Week 5	November 25 – December 3

### Fall 2019

Runs August 19 – December 12 (inclusive of final exams, running December 5 – 12)

#### **Notable holidays:**

Mini 1 – Labor Day, Monday, September 2<sup>nd</sup>

Mini 2 – Fall Break, Monday and Tuesday, October 14<sup>th</sup> and 15<sup>th</sup>

Mini 3 – Thanksgiving Break, Wednesday – Friday, November 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>

Mini 3's dates could go into the final instructional day of the following week to account for the long Thanksgiving closure that would impact nearly any meeting pattern chosen.