

Irregular Term Courses

(These do not roll to future terms)

	GRADES
SPRING	(Fall End + 1 – Spring End)
MAYMESTER	(Spring End + 1 – Maymester End)
SUMMER 1	(Maymester End + 1 – Summer 1 End)
SUMMER 2	(Summer 1 End + 1 – Summer 2 End)
FALL	(Summer 2 End + 1 – Fall End)

Five types of irregular term courses:

- 1) On –Campus Irregular term courses (Sections 200 – 229)
 - A start and end date within a *standard** term date range
 - A start or end date before or beyond a *standard** term date range
- 2) Off-Campus Irregular term courses (Sections 230 – 249)
 - A start and end date within a *standard** term date range
 - A start or end date before or beyond a *standard** term date range
- 3) Irregular term Study Abroad Courses (Sections 615 – 629)
- 4) Embedded Study Abroad Courses (Sections 630-639)
- 4) Irregular term Contract courses (Sections 550 – 599)
- 5) Irregular term Internet Courses (Sections 200 – 249 depending on location of professor)

* *Standard terms are: Fall, Spring, Summer 1, Summer 2, and **Maymester**.* **Note, Maymester uses section 150 – 199 and Maymester courses ALWAYS take precedent over the other irregular Term rules.** For example, If the dates of a course are the same dates as Maymester and the Professor desires to turn in the Grades when Maymester grades are submitted, then a MAYMESTER Section number must be assigned and a MAYMESTER enrollment code of 0002 must be entered... there are no other alternatives. However, if the class meeting dates are during the Maymester term, But the grades will not be available until the end of first summer session for example, then the course can be entered as an irregular Summer 1 course using a section number 200. If you are not sure whether a course should be coded as a Irregular term course, please call to ask. ** *A course ending even one day past the last final exam is considered an extended irregular course. Grades cannot be entered until the end of the next major term. See the chart above in the upper right corner.*

Procedures Required to offer Irregular Term Courses:

- A) When the course is initially entered into CRSM (remember to use the correct section #), make sure the **Department Capacity = 0** until all steps below have been completed. Please reference the “Irregular Courses” documentation provided by Reagan Blondeau on how to enter Irregular term courses into CRSM (see attached).
- B) **Course Dates are start – end must be entered** in the Messages section. **This is Critical.**
Then contact Joan Alexander (2306 or Joana@clemsun.edu) with the Course abbreviation, L/H, section & dates.
- C) Joan will create a term within CRSM and assign it to the class
- D) Joan will also provide you with the irregular key dates:
- E) The professor of record will need to include the irregular key dates in their class syllabus. This is the only way that students know these dates are different for irregular term courses.
- F) Once the course is properly “set-up” within CRSM, Joan will notify you so that you can reset the Department Capacity to the desired number of students – or you can provide that information to Joan in step B and she’ll enter it during step C.

In the event that an irregular term course is entered into the system without following the procedures above, and is not “caught” during the pre-publication period of edits, the following corrective actions are required:

- Any students enrolled in the class must be dropped
- Steps A – F above must then be performed
- The students which were dropped must be “added back” to the class

Note: The only way we can “catch” these mistakes during edits is when the Section Messages reflect the irregular term dates or the section number is coded as one of the 5 scenarios above. Registration Services periodically “audits” the CRSM system, looking for possible entry errors and will notify the respective Registration Coordinator in the event that improperly coded irregular term courses are found. It is much more difficult for everyone involved “correct” the errors after students have registered for the class. So please follow the procedures above and call with any questions if you are not sure or if you have any doubts. ☺