

Term Course Maintenance (TCM) Instructions

Modify an Existing Course by Submitting a TCM Request

1. Using your Star ID Login at:
<https://termcoursemaintenance.stcloudstate.edu>

OFFICE OF RECORDS AND REGISTRATION

Student Registration and Financial Services

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Records and Registration Home

TERM COURSE MAINTENANCE

Login using your StarID and Password.

StarID:
*

[*Need Login Help?*](#)

Password:
*

LOGIN

2. Select the Term and Subject

OFFICE OF RECORDS AND REGISTRATION

Course Selection

Change History

Logout

TERM COURSE MAINTENANCE

Course Selection

Term: Spring Semester 2025 ▾ Subject: Applied Clinical Resear ▾

CONTINUE

ADD NEW COURSE

COURSE	TITLE
ACR 610 54	Introduction to Clinical Research

3. Click Continue

4. From the displayed list – Select the course you would like to modify

OFFICE OF RECORDS AND REGISTRATION

Course Selection

Change History

Logout

Course Selection

Term: Spring Semester 2025 ▾ Subject: ▾

CONTINUE

ADD NEW COURSE

COURSE	TITLE
ACR 610	Introduction to Clinical Research
ACR 624	Biostatistics for Clinical Trials
ACR 628	Regulatory Compliance and Research Ethics
ACR 634	Clinical Risk Management and Safety
ACR 636	Communications and Reporting for Clinical Trials
ACR 644	Internship: Graduate Masters Level
ACR 691	Enrollment Continuation: Masters Level
ACR 695	Topics Course
ACR 699	Master's Culminating Project
BIOL 102	The Living World
BIOL 103	Human Biology

- The screen will display the Course/Section information. Make modifications as needed.
- If the modification is cancellation choose the red box CANCEL SECTION - right menu.

OFFICE OF RECORDS AND REGISTRATION

Course Selection

Change History

Logout

TERM COURSE MAINTENANCE

Term: Spring Semester 2025 Course: 001546 ACR 610 54 Introduction to Clinical Research Type: Online

CANCEL SECTION

COURSE TITLE:
 Introduction to Clinical Resear
(topical, special problems, seminars, workshops)(Only enter Title if course is Topical)

BEGIN DATE: January / 14 / 2025 **END DATE:** February / 25 / 2025

SESSION TYPE: **GENDER:** **WAITLIST:** No

CREDITS:
1

CLASS SIZE:
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- To change the Instructor and/or Rooms, click on the Icon  behind the Instructor's Name.
 - To Delete and Instructor and/or Rooms click on the Icon  behind the Instructor's Name.
- NOTE:** More than one instructor may be added to a course. Only one room may be added to a course.

	<input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="radio"/> AM <input checked="" type="radio"/> PM		
<input type="text"/> February / 4 / 2025	<input type="text"/> 5 : 00	<input type="text"/> February / 4 / 2025	<input type="text"/> 8 : 00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="radio"/> AM <input checked="" type="radio"/> PM		<input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/> February / 11 / 2025	<input type="text"/> 5 : 00	<input type="text"/> February / 11 / 2025	<input type="text"/> 8 : 00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="radio"/> AM <input checked="" type="radio"/> PM		<input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/> February / 18 / 2025	<input type="text"/> 5 : 00	<input type="text"/> February / 18 / 2025	<input type="text"/> 8 : 00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="radio"/> AM <input checked="" type="radio"/> PM		<input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. Type in the Instructor's name and Click on Search. Select the Instructor.

The screenshot shows the 'TERM COURSE MAINTENANCE' interface. On the left is a dark sidebar with the text 'OFFICE OF RECORDS AND REGISTRATION' and links for 'Course Selection', 'Change History', and 'Logout'. The main content area has a maroon header. A white modal window titled 'Search for Faculty/Staff' is open, containing two text input fields for 'Last Name:' and 'First Name:', and two red buttons labeled 'SEARCH' and 'CANCEL'. Below the modal, the form includes fields for 'Term: Spring', 'search Type: Online', and a 'CANCEL SECTION' button. The main form area contains fields for 'COURSE TITLE:' (with a dropdown menu showing 'Introduction to Clinical Rese:'), a note '(topical, special problems, seminars, workshops)(Only enter Title if course is Topical)', 'BEGIN DATE:' (January / 14 / 2025), 'END DATE:' (February / 25 / 2025), 'SESSION TYPE:', 'GENDER:', 'WAITLIST:' (No), 'CREDITS:' (1), and 'CLASS SIZE:'.

10. On the bottom portion of the screen, there is an option to enter a Special Message or Additional Comments to the Registrar.

11. A Special Message should be short and is published on the schedule. An example: "Special Course Fee \$25.00".

12. An Additional Comment to Registrar is used to communicate information to the Records & Registration office. An example: "Approved by Dean and Provost".

13. Click Continue when all changes are made. All changes will show in a red box. Click Modify to edit any changes. Click Submit when finished.

The screenshot shows the 'OFFICE OF RECORDS AND REGISTRATION' interface. The sidebar is on the left. The main content area shows the 'Special Messages' section with a 'CHECK SPELLING' button and a text input field containing '300' and 'Feb. 25 will be makeup date if needed.'. Below this is the 'Additional Messages' section with a 'MESSAGE' dropdown menu showing '8000 - Fully online; no In-person' and '9994 - Contact Dept. or Instructor for perm'. At the bottom, there is a 'Media Code approval: Please include date and name of approver.' field and an 'Additional comments to Registrar:' field. A red 'CONTINUE' button is at the bottom.