

Course Production Schedule

Summer 2024/Fall 2024/Spring 2025/Summer 2025

Summer Session 2024 - 05/13-08/01/2024

Fall Semester 2024 – 08/26-12/12/2024

Spring Semester 2025 – 01/13-05/07/2025

Summer Session 2025 – 05/19-07/25/2025

January 08 2024, Monday - TCM Opens for Fall Semester 2024, and requires a permission statement

March 11 2024, Monday – TCM Opens for Spring Semester 2025 and Summer Session 2025, and requires a permission statement

March 18 2024, Monday - Fall Semester 2024 Registration Begins

August 26 2024, Monday –Fall Semester 2024 Classes Begin

September 02 2024, Monday – Labor Day – No Classes; Offices Closed

October 11 2024, Friday – Sub Term A Fall Semester 2024 Classes End

October 14 2024, Monday - Sub Term B Fall Semester 2024 Classes Begin

October 21 2024, Monday – Registration begins Spring Semester 2025 and Summer Session 2025

November 11 2024, Monday – Veterans Day - No Classes; Offices Closed

November 21 2024, Thursday – Last Day to Withdraw Fall Semester 2024 Full-Term Classes

November 27 – 29 2024, Wednesday - Friday – Thanksgiving Break - No Classes; Offices Open 11/27 Offices Closed 11/28-29

December 06 2024, Friday – Last day of Fall Semester 2024 Classes

December 09 - 12 2024, Fall Semester 2024 Final Exams

December 13 2024, Friday - Commencement

January 06 2025, Monday - TCM Opens for Fall Semester 2025, Spring Semester 2026 and Summer Session 2026 and requires a permission statement

Brenda Zamlan, Office of Records and Registration. January 11, 2024.

Website – www.stcloudstate.edu/registrar > Faculty/Staff Resources > Training Documents

Course Production Schedule

Summer 2024/Fall 2024/Spring 2025/Summer 2025

Summer Session 2024 - 05/13-08/01/2024

Fall Semester 2024 – 08/26-12/12/2024

Spring Semester 2025 – 01/13-05/07/2025

Summer Session 2025 – 05/19-07/25/2025

January 13 2025, Monday Spring Semester 2025 classes begin

January 20 2025, Monday - Martin Luther King Jr. Holiday – No Classes; Offices Closed

February 17 2025, Monday - Presidents Day –Classes in Session; Offices Closed

March 03 – 07 2025, Monday - Friday - Spring Break – No Classes

March 07 2025, Friday - Sub Term A Spring Semester 2025 Classes End

March 10 2025, Monday - – Sub Term B Spring Semester 2025 Classes Begin

March 17 2025, Monday – Fall Semester 2025 Registration Begins

April 14 2025, Monday - Last Day to Withdraw Spring Semester 2025 Full-Term Classes

April 16 2025, Wednesday – No Classes, Offices Open

April 30 2025, Wednesday – Last day of Spring Semester 2025 Classes

May 02 – May 07, 2025, Spring Semester 2025 Final Exams

May 09 2025, Friday - Commencement

May 19 2025, Monday – Classes Begin Summer Session (Block 1 Begins)

May 26 2025, Monday – Memorial Day Holiday - No Classes; Offices Closed

June 19 2025, Thursday - Juneteenth Holiday

June 20 2025, Friday – Last Day of – Sub Term A Summer Session

June 23 2025, Monday – Sub Term B Summer Session Classes Begin

July 4 2025, Friday – Independence Day Holiday - No Classes; Offices Closed

Brenda Zamlen, Office of Records and Registration. January 11, 2024.

Website – www.stcloudstate.edu/registrar > Faculty/Staff Resources > Training Documents

Course Production Schedule

Summer 2024/Fall 2024/Spring 2025/Summer 2025

Summer Session 2024 - 05/13-08/01/2024

Fall Semester 2024 – 08/26-12/12/2024

Spring Semester 2025 – 01/13-05/07/2025

Summer Session 2025 – 05/19-07/25/2025

July 25 2025, Friday – Last Day of – Sub Term A Summer Classes

October 20 2025, Monday – Registration begins Spring Semester 2026 and Summer Session 2026

Brenda Zamlen, Office of Records and Registration. January 11, 2024.
Website – www.stcloudstate.edu/registrar > Faculty/Staff Resources > Training Documents

Create Term Course Reminders

1. Session types:
 - a) 10 – full semester
 - b) 51 – sub term A
 - c) 52 – sub term B
 - d) 66 and 67 – see Procedure for Accelerated Course Creation Guide
 - e) 63 – everything else (irregular begin and end dates)

2. Always schedule your full semester course dates through finals week.

3. Co-requisite. Student must take course A and course B. This is a Term Course Maintenance (TCM) submission - comments to the registrar to make course A (course ID 123456) a co-requisite of course B (course ID 123457).
 - a) The student must add both courses
 - b) The student must drop both courses
 - c) The student must withdraw from both courses
 - d) When a student only needs one of the courses a department can create another section of course A or B (independent study or such) and give the student permission to add the course.

4. EMS – Step-by-Step Training Document
 - a) Find a Space
 - b) Find a Space – Meeting/Event/Supplemental Learning (University Classrooms)
 - c) Find a Space – Final Exam (University Classrooms)
 - d) Campus Planner Interface (CPI) – Space lookup

5. Reminder All University Course Number Suite – Kim S.

6. Create a variable credit course unable to change credit value
Example: XXXX444 variable 1-16 credits but section 01 is created for 4 credits. This course cannot be changed to variable 4 credits, 6 credits, and 12 credits.

7. To run a course master schedule choose the report –
 - a) CT0100CP Variation T01 Report Title – Course Term Master
 - b) Enter Year Term and Department ID
 - c) Note: This report can be run for current and past terms
 - d) Department ID – A_____

Instruc Unit Type Master FINAL

Instruc Unit Type	FY24 UPDATED 6/21/2023 Course Groups	Resident Tuition Rate	Differential Fee Amt per credit (included in rate)	Student Fee Codes	Cost Center	
Undergraduate:						
J	ON CAMPUS & Online Undergrad	\$341.22		1 thru 9	112123	STUDENT FEE
X	Off Campus Undergraduate (no on-campus meetings)	\$378.06	\$36.84	6 & 7	112123	CODE KEY
W	Off Campus Undergraduate ITV Continuing Education	\$413.67	\$72.45	6 & 7	112123	1 Activity Fee
N	Undergraduate Continuing Studies/Conf & Workshop	\$386.12	\$44.90	6 & 7	217885	2 Health Serv
6	Undergraduate North Branch Cohort	\$378.06	\$36.84	6 & 7	210129	3 Stud Union Oper
C	Undergraduate Anoka-Ramsey	\$378.06	\$36.84	6 & 7	200306	4 Stud Union debt
L	Traffic Safety Education Tuition	\$413.67	\$72.45	6 & 7	210125	5 Athletics Oper
T	Correctional Facility Education Undergraduate	\$341.22		6 & 7	112123	6 MSUSA
A	Interession Study Abroad	\$341.22		6	211002	7 Technology
	Full Semester Study Abroad (Zero FTE/FYE)	\$341.22		6	112123	8 Facilities Assessmt
Other:						9 Athletics Attend
5	Tuition & Fees Waiver (Zero FTE/FYE)	\$0.00		No fees	112123	
3	Tuition Waiver with Fees (CETYS/Med Tech Qual MTQ) (Zero FTE/FYE)	\$0.00		6 & 7	112123	
8	Credit By Exam - Undergrad (Zero FTE/FYE)	\$113.74		6	112123	
8	Credit By Exam - Graduate (Zero FTE/FYE)	\$172.22		6	112123	
9	Alnwick Block Reg England	\$341.22		6 & 7	112123	
F	Accelerated Online Undergraduate Programs	\$350.00		6 & 7	112131/112133/112135	
Graduate:						
1	ON CAMPUS & Online Graduate	\$516.67		1 thru 9	112123	
J	Off Campus Graduate (no on-campus meetings)	\$553.51	\$36.84	6 & 7	112123	
X	Off Campus Graduate ITV Continuing Education	\$589.12	\$72.45	6 & 7	112123	
W	Graduate Continuing Studies/Conf & Workshop	\$561.57	\$44.90	6 & 7	217885	
N	Graduate North Branch Cohort	\$553.51	\$36.84	6 & 7	210129	
6	Graduate Anoka-Ramsey	\$553.51	\$36.84	6 & 7	200306	
C	Traffic Safety Education Tuition	\$589.12	\$72.45	6 & 7	210125	
H	Graduate Continuing Enrollment (691 1-credit course only)	\$516.67		6 & 7	112123	
B	Behavioral Analysis - Off Campus & Online	\$705.38		1 thru 9	112123	
T	Interession Study Abroad	\$516.67		6	211002	
A	Full Semester Study Abroad	\$516.67		6	112123	
Masters:						
E	Master of Engineering Management - Metro State	\$637.27		6 & 7	210440	
Q	Master of Engineering Management - Plymouth	\$521.61		6 & 7	203342	
P	Master of Applied Clinical Research	\$963.50		6 & 7	210412	
U	Master of Regulatory Affairs and Services	\$963.50		6 & 7	203302	
M	Master of Science, Medical Technology Quality	\$963.50		6 & 7	203303	
K	Masters - Education, Admin & Leadership - Off Campus	\$553.51		6 & 7	201305	
2	Masters of Public Administration - Off Campus & Online	\$553.51		6 & 7	205341	
V	Master of Business Admin (MBA) - St Cloud	\$750.75		1 thru 9	200104	
G	Master of Business Admin (MBA) - Off Campus & Online	\$1,019.20		6 & 7	200105	
I (Capital i)	Accelerated Online MBA Program	\$620.54		6 & 7	200305	
#	Accelerated Online Masters Education Programs	\$537.20		6 & 7	201311	
Doctoral:						
S	Doctoral - Education, Admin & Leadership - St Cloud & Online	\$757.72		1 thru 9	201307	
7	Doctoral - Education, Admin & Leadership - Off Campus	\$867.17		6 & 7	201307	
Z	Doctoral - Education, Higher Ed - St Cloud & Online	\$757.72		1 thru 9	201306	
Y	Doctoral - Education, Higher Ed - Off Campus	\$867.17		6 & 7	201306	
R	Doctoral - Education, Higher Ed - Study Abroad	\$757.72		6	211002	

Fall Semester 2024 Dates:
Semester A – 09/01-10/20/2024
Semester B – 10/27-12/15/2024

Spring Semester 2025 Dates:
01/12-03/02/2025
03/09-05/11/2025

Summer Session 2025 Dates:
05/11-06/29/2025
07/06-08/24/2025

UNDERGRADUATE Term Course Maintenance (TCM) for Accelerated ONLINE COURSES

TCM Login Screen/Term Select From: Screen
will list on-campus

SGSA – Add or Update or Cancel (Term A)

SGSB – Add or Update or Cancel (Term B)

1. Title
(Accelerated) will be added to the end of course title
ENTER IF TOPICAL
2. Begin Date
ENTER DATES
End Date
FROM TOP OF PAGE
3. Session Type
ENTER “66” FOR SEMESTER A
ENTER “67” FOR SEMESTER B
4. Credits
THE CREDIT VALUE WILL PULL FROM CURRICULUM
5. Class Size
ENTER VALUE
6. Instructional Type
ENTER “20” - DISTANCE EDUCATION
7. Waitlist
ENTER “NO”
8. Instructional Unit
ENTER THE IUT “F”
9. Media Code
ENTER MEDIA CODE FOR MODALITY OF COURSE
“12” – ASYNCHRONOUS
10. Special Message
ENTER SPECIAL MESSAGE “8000”
11. Grading Option
THE VALUE WILL PULL FROM CURRICULUM
12. Meeting Begin Date
ENTER DATES
Meeting End Date
FROM TOP OF PAGE
13. Begin Time on Meeting
ENTER “ARRANGED”
14. End Time on Meeting
15. Instructor ID
ENTER INSTRUCTOR INFORMATION
16. Site/Special Message
IN THE COMMENTS TO REGISTRAR BOX ENTER SITE
“86” FOR SEMSTER A OR “87” FOR SEMESTER B.
17. Program Restriction –
UNAC will be entered on course section by
Records & Registration

NOTE- The Office of Records and Registration will assign section numbers in the following order -
70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39

Brenda Zamlen, Office of Records and Registration, December 19, 2023

Fall Semester 2024 Dates:
Semester A – 09/01-10/20/2024
Semester B – 10/27-12/15/2024

Spring Semester 2025 Dates:
01/12-03/02/2025
03/09-05/11/2025

Summer Session 2025 Dates:
05/11-06/29/2025
07/06-08/24/2025

GRADUATE Term Course Maintenance (TCM) for Accelerated ONLINE COURSES

TCM Login Screen/Term Select From: Screen will list on-campus

SGSA – Add or Update or Cancel (Term A)

SGSB – Add or Update or Cancel (Term B)

1. Title –
(Accelerated) will be added to the end of course title
ENTER IF TOPICAL
2. Begin Date
ENTER DATES
End Date
FROM TOP OF PAGE
3. Session Type
ENTER “66” FOR SEMESTER A
ENTER “67” FOR SEMESTER B
4. Credits
THE CREDIT VALUE WILL PULL FROM CURRICULUM
5. Class Size
ENTER VALUE
6. Instructional Type
ENTER “20” - DISTANCE EDUCATION
7. Waitlist
ENTER “NO”
8. Instructional Unit
ENTER THE IUT “I” (Capital eye) for MBA Program, ENTER THE IUT “#” for EDUC Programs
ENTER MEDIA CODE FOR MODALITY OF COURSE
“12” – ASYNCHRONOUS
9. Media Code
10. Special Message
ENTER SPECIAL MESSAGE “8000”
11. Grading Option
THE VALUE WILL PULL FROM CURRICULUM
12. Meeting Begin Date
Meeting End Date
ENTER DATES
FROM TOP OF PAGE
13. Begin Time on Meeting
ENTER “ARRANGED”
14. End Time on Meeting
15. Instructor ID
ENTER INSTRUCTOR INFORMATION
16. Site/Cohort/Special Message
Cohort Restriction – ONGR will be entered on course section by Records & Registration
IN THE COMMENTS TO REGISTRAR BOX ENTER SITE “86” FOR SEMSTER A OR “87” FOR SEMESTER B

NOTE- The Office of Records and Registration will assign section numbers in the following order - 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39

Brenda Zamlen, Office of Records and Registration. December 19, 2023

Hybrid (Online) and Hyflex (On-Campus) Definitions

- ***Hybrid Course – Course activity is both online and in-person.***

In a hybrid course, online learning activities are used to supplant some, but not all, in-person instruction. Typically, 25% - 75% of a hybrid course is online with the balance of the course being in-person. The in-person component of hybrid courses may include small group meetings (flipped classrooms), laboratory/experiential learning activities, studio work, and individual or small group student performance activities. Meetings/exams are determined by the instructor and may be online (either synchronous (scheduled) or asynchronous) or in-person. In-person and synchronous online meeting/exam dates and times are documented in ISRS (registration system) and in the syllabus. Media code 9.

- ***Hyflex Course – Course activity is both online and in-person, at the same time, offering students flexibility with their learning.***

In a hyflex course, all learning activities are delivered via asynchronous online, synchronous online, and in-person. With faculty consultation, a student may choose which mode of learning works best for their circumstance. Although there are asynchronous learning activities, the course is not self-paced. Meetings are online (both synchronous (scheduled) and asynchronous) and in-person. In-person and synchronous meeting/exam dates and times are often scheduled in ISRS (registration system) and in the syllabus. Media code 14.

The variety of HyFlex courses must be determined before the course is entered into the schedule. HyFlex contains three varieties:

HyFlex Synchronous (HYFS): Allows two modalities: In-person and online synchronous. Students choose which modality to participate in daily.

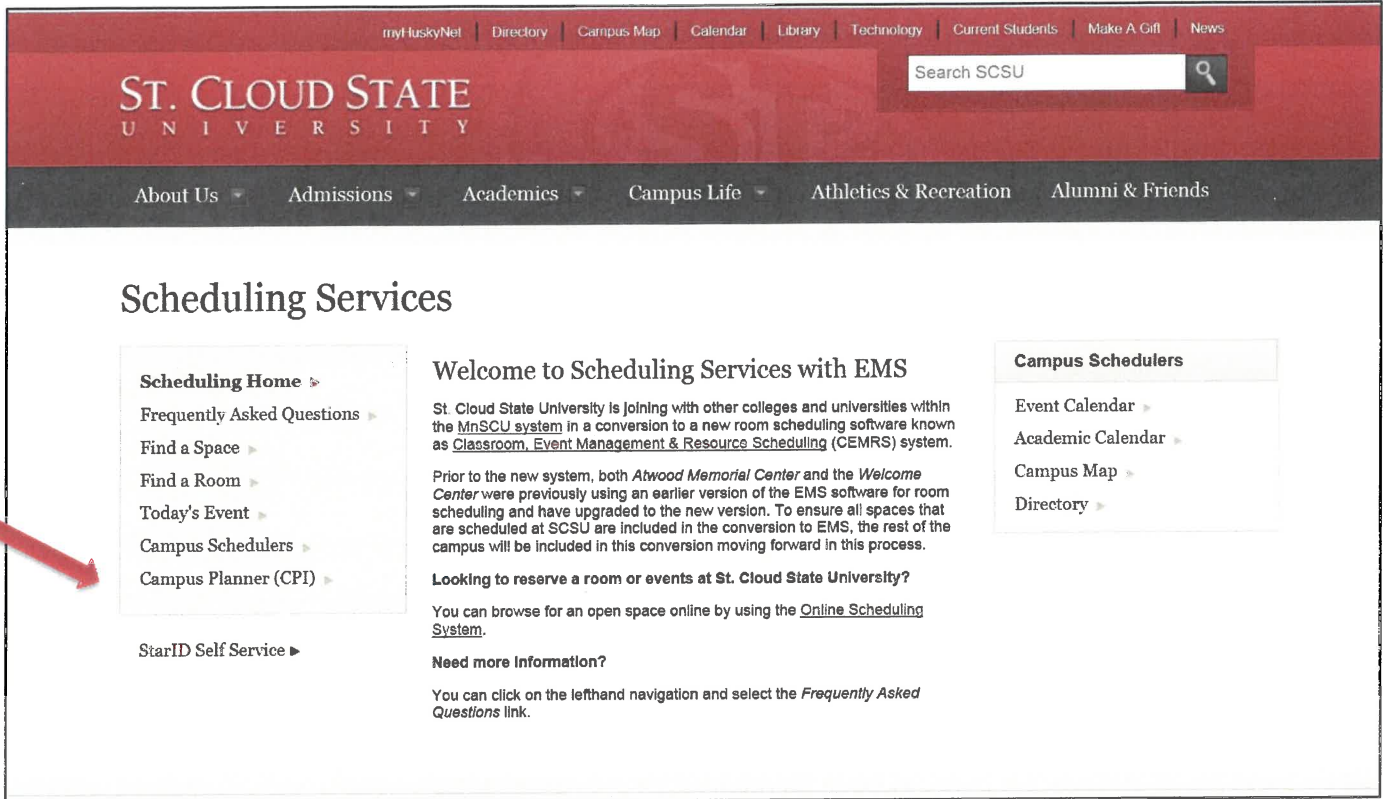
HyFlex Asynchronous (HYFA): Allows two modalities: In-person and online asynchronous. Students choose which modality to participate in daily.

HyFlex Trimodal (HYFT): Allows three modalities: in-person and online synchronous and online asynchronous. Students choose which modality to participate in daily.

Campus Planning Interface (CPI) Room Viewer

This application is used to view and find university classrooms to assist with scheduling semester courses

1. Go to CPI (Campus Planner Interface) at www.stcloudstate.edu/scheduling
2. Select "Campus Planner (CPI)" link from the left column menu



The screenshot shows the St. Cloud State University website's Scheduling Services page. At the top, there is a navigation bar with links for myHuskyNet, Directory, Campus Map, Calendar, Library, Technology, Current Students, Make A Gift, and News. Below this is the St. Cloud State University logo and a search bar labeled "Search SCSU". A secondary navigation bar includes links for About Us, Admissions, Academics, Campus Life, Athletics & Recreation, and Alumni & Friends.

Scheduling Services

Scheduling Home ▶

- Frequently Asked Questions ▶
- Find a Space ▶
- Find a Room ▶
- Today's Event ▶
- Campus Schedulers ▶
- Campus Planner (CPI) ▶**

StarID Self Service ▶

Welcome to Scheduling Services with EMS

St. Cloud State University is joining with other colleges and universities within the MnSCU system in a conversion to a new room scheduling software known as Classroom, Event Management & Resource Scheduling (CEMRS) system.

Prior to the new system, both *Atwood Memorial Center* and the *Welcome Center* were previously using an earlier version of the EMS software for room scheduling and have upgraded to the new version. To ensure all spaces that are scheduled at SCSU are included in the conversion to EMS, the rest of the campus will be included in this conversion moving forward in this process.

Looking to reserve a room or events at St. Cloud State University?

You can browse for an open space online by using the [Online Scheduling System](#).

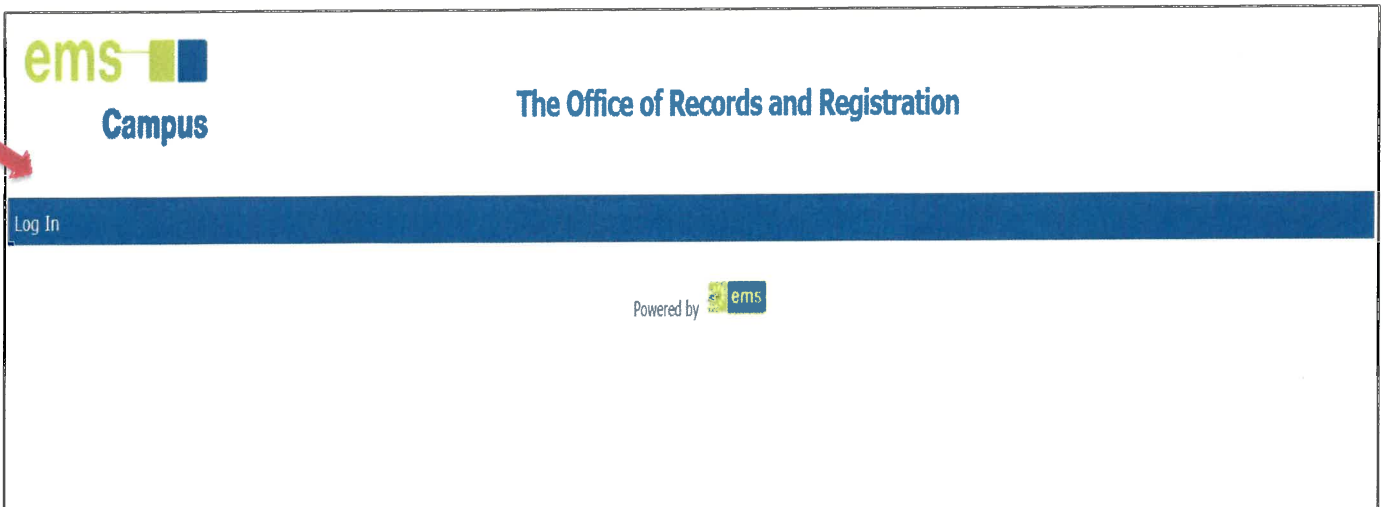
Need more Information?

You can click on the lefthand navigation and select the *Frequently Asked Questions* link.

Campus Schedulers


- Event Calendar ▶
- Academic Calendar ▶
- Campus Map ▶
- Directory ▶

3. Select 'Log In' from the upper left corner on EMS Campus page



The screenshot shows the EMS Campus page. In the top left corner, there is the EMS logo and the text "ems Campus". To the right, it says "The Office of Records and Registration". Below this is a dark blue horizontal bar with the text "Log In" in white. At the bottom center, there is a "Powered by" logo for EMS.

4. Enter your Star ID and Password and 'click' on Login

ems 
Campus


The Office of Records and Registration

Login

User ID: *

Password: *

Login

Powered by 

5. Select "Term Selector" on the menu bar

ems 
Campus

The Office of Records and Registration

Managing: St. Cloud State University - Spring Semester 2015
Phase: Publish
Term Dates: 1/12/2015 - 5/8/2015

Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome

Term: Spring Semester 2015
Start Date: 1/12/2015 Mon
End Date: 5/8/2015 Fri
Phase: Publish
Notes:

Powered by 

6. Select appropriate semester and choose 'Save' on bottom of screen

The screenshot shows the EMS Campus interface for The Office of Records and Registration. At the top right, it displays: Managing: St. Cloud State University - Spring Semester 2015, Phase: Publish, and Term Dates: 1/12/2015 - 5/8/2015. A blue navigation bar contains links: Term Selector, Academic Browser, Academic Book, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, Help, and Welcome. Below the navigation bar is a table with columns: Term Description, Campus, Phase, and Notes. The table lists four semesters: Spring Semester 2014, Summer Term 2014, Fall Semester 2014, and Spring Semester 2015. The 'Spring Semester 2015' row is highlighted. At the bottom right, a 'Save' button is circled in red.

Term Description	Campus	Phase	Notes
Spring Semester 2014	St. Cloud State University	Publish	Published 06/19/13
Summer Term 2014	St. Cloud State University	Publish	Published 12/03/13
Fall Semester 2014	St. Cloud State University	Publish	
Spring Semester 2015	St. Cloud State University	Publish	

7. Select "Search for Rooms" on the menu bar

The screenshot shows the EMS Campus interface for The Office of Records and Registration. At the top right, it displays: Managing: St. Cloud State University - Spring Semester 2015, Phase: Publish, and Term Dates: 1/12/2015 - 5/8/2015. A blue navigation bar contains links: Term Selector, Academic Browser, Academic Book, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, Help, and Welcome. The 'Search For Rooms' link is circled in red. Below the navigation bar is a search form with fields for Campus (St. Cloud State University), Term (Spring Semester 2015), Start Date (1/12/2015 Mon), End Date (5/8/2015 Fri), Building (no preference), and Room Type (no preference). There are also checkboxes for 'Ignore Room Capacity' and 'Ignore Term Excluded Dates'. A 'Search' button is at the bottom left. To the right of the search form is a table titled 'Available Rooms' with columns: Building, Room Code, Room, Min Capacity, and Max Capacity. The table currently displays 'No data to display'.

8. Enter all search features for the classroom you are looking for. If a red asterisk is present, this is a required field and must be completed.
9. Building: Click on drop down menu and select View. Select University Classrooms

The screenshot shows the 'ems Campus' interface for 'The Office of Records and Registration'. The top right corner displays 'Managing: St. Cloud State University - Spring Semester 2015', 'Phase: Publish', and 'Term Dates: 1/12/2015 - 5/8/2015'. A navigation bar includes 'Term Selector', 'Academic Browser', 'Academic Book', 'Search For Rooms', 'Reports', 'Manage User Options', 'Admin Functions', 'Log Out', 'Help', and 'Welcome'. The search filters on the left include:

- Campus: St. Cloud State University
- Term: Spring Semester 2015
- Start Date: 1/12/2015 Mon, Start Time: [blank]
- End Date: 5/8/2015 Fri, End Time: [blank]
- Days: M T W R F SA SU
- Building: University Classrooms (selected)
- Area: [blank]
- Views: University Classrooms (selected)
- Room Type: [blank]
- Enrollment: 30
- Ignore Room Capacity
- Ignore Term Excluded Dates

 The 'Available Rooms' table is currently empty, displaying 'No data to display'.

10. Room Type: Must select "110 Classroom"
11. Now Select "Search" on the bottom of the page

This screenshot shows the search results after applying the filters. The 'Available Rooms' table is populated with the following data:

Building	Room Code	Room	Min Capacity	Max Capacity
51B	216	216 Classroom	0	40
Brown Hall	201	201 CSD Classroom	0	45
Brown Hall	212	212 Physics Classroom	0	32
Centennial Hall	343	343 Classroom	0	40
Education Building	B107	B107 Classroom	0	48
Education Building	B112	B112 Classroom	0	32
Education Building	B209	B209 Classroom	0	40
Engineering & Computing Center	108	108 Classroom	0	44
Engineering & Computing Center	126	126 Classroom	0	30
Engineering & Computing Center	128	128 Classroom	0	30
Halenbeck Hall	344	344 Classroom	0	50
Halenbeck Hall	345	345 Classroom	0	41
Halenbeck Hall	346	346 Classroom	0	40
Halenbeck Hall	347	347 Classroom	0	35

The search filters on the left are updated:

- Room Type: 110 Classroom (selected)
- The 'Search' button at the bottom left is circled in red.

The search result lists the available classrooms. Next, submit a TCM request for the room assignment. Using your Star ID Log on to TCM at <https://www5.stcloudstate.edu/registrar/faculty/termcoursemaintenance/>

If the classroom you chose is not on the University Classrooms list, you must request approval for the room. In the comments section on the TCM request to the Registrar, make a note of who approved your use of the room.



ST. CLOUD STATE UNIVERSITY

Academic Calendar for 2024-2025

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
* 25	26	27	28	29	30	31

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
* 15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
* 27	28	29	30			

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
^ 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				2	3	4
5	6	7	8	9	10	11
^ 12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
^ 11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
* 20	21	22	23	24	25	26
^ 27	28	29	30	31		

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
* 29	30					

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
* 2	3	4	5	6	7	8
^ 9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		c 1	c 2	c 3		5
^ 6	c 7	c 8	c 9	c 10	c 11	12
13	c 14	c 15	c 16	c 17	c 18	19
20	c 21	c 22	c 23	c 24	c 25	26
27	28	29	30	31		

Calendar Key	
	Holiday; non-instruction; non-duty day; offices closed
	Holiday observed; non-instruction, non-duty day
	Fall/Spring Instruction; duty day
	No in-person classes; non-instruction duty day
	Classes in session; offices closed
	Break; non-instruction; non-duty day; offices open
	Finals; duty day
	Accelerated online session
S	Summer Block 1: May 19-June 20
C	Summer Block 2: June 23-July 25
^	Start of 7-week Accelerated online session
*	End of 7-week Accelerated online session

Key Dates:	
-	Fall faculty workshops/convocation is Aug. 20-23, 2024
-	Fall 15-week semester begins Aug. 26, 2024
-	Indigenous Peoples Day (Oct. 9, 2024) observed Nov. 27, 2024
-	Thanksgiving Break is Nov. 27-29, 2024
-	Fall Commencement is Dec. 13, 2024
-	Winter Break is Dec. 16, 2024 - Jan. 10, 2025
-	Spring faculty workshops/convocation is Jan. 6-10, 2025
-	Spring 15-week semester begins Jan. 13, 2025
-	Presidents' Day (Feb., 17, 2025) is observed Jan. 3, 2025
-	Spring Break is March 3-7, 2025
-	Provost Summit is April 16, 2025
-	Spring Commencement is May 9, 2025

Holidays (offices closed):	
-	Labor Day: Sept. 2, 2024
-	Veterans Day: Nov. 11, 2024
-	Thanksgiving: Nov. 28-29, 2024
-	Christmas: Dec. 25, 2024
-	New Year's Day: Jan. 1, 2025
-	Martin Luther King Jr. Day: Jan. 20, 2025
-	Presidents' Day: Feb. 17, 2025
-	Memorial Day: May 26, 2025
-	Juneteenth: June 19, 2025
-	Independence Day: July 4, 2025

Course Entry for Online/Distance and Hybrid/Blended Courses

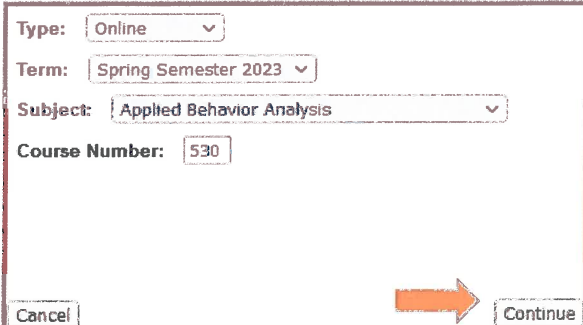
Questions with online courses: Susan Erickstad: serickstad@stcloudstate.edu or 320-308-3049

The timeline for requesting online courses offerings will be based on the course production schedule provided by the Records and Registration office (Summer, Fall, and Spring).

- Follow the same course add and change procedure as on campus courses. Provide Dean's approval statement in the TCM comments box.
- Canceling courses-Follow same procedure as on campus courses: provide message statement in TCM comment box: students have been notified they will be dropped from the course and Dean's approval statement.

ENTERING NEW ONLINE COURSES IN TERM COURSE MAINTENANCE:

- Log into Term Course Maintenance
- Click: Add New Course
- Type-select: Online
- Enter Correct Term, Subject and Course Number
- Click: Continue



The screenshot shows a web form for entering a new online course. The fields are: Type (Online), Term (Spring Semester 2023), Subject (Applied Behavior Analysis), and Course Number (530). There are 'Cancel' and 'Continue' buttons at the bottom. An orange arrow points to the 'Continue' button.











- **Instructional Type (IT):** Select 20 – Distance Learning.
 - IT exceptions for 100% online programs: Practicums (07), Internships (09) and Independent Study (16)
- **Instructional Unit Types (IUT):**
 - 01-Undergraduate and Graduate courses w/standard fees. Students are charged tuition plus all nine Student Fees
 - IUT Exceptions: Designated IUT codes for specific programs. When submitting a TCM use the codes provided on the Instructional Unit Type Master list.
NOTE: Do not use IUT: J (off campus) for online course.
- **Section numbers:** Online courses are entered with section number of 54, if multiple sections of the same course sections 55, 56, 57 etc. are used. Specify in the comments if your program uses designated section numbers. Sections numbers cannot be changed after a student registers for the course.
- **Media codes:** Use Media Codes 09 (Hybrid), 12 (asynchronous) and 13 (synchronous).
- **Special Messages:** Limit information you request for special messages. Individual meeting dates and noting if the course is asynchronous, synchronous, hybrid should not be listed in the 99-Special Message. All of that information is listed on the schedule.

Online Media Code definitions: If you are not sure which media to use, contact the Dean's office
(Information from the Fall 2023 Instructional Resource and Support Guide)

- **Fully Online Course – All online course activity is delivered via the University's Learning Management System (D2L Brightspace); there are no required in-person or on-campus activities.**

Fully online courses eliminate geography as a factor in the relationship between the student and the institution. They consist entirely of online elements that facilitate the three critical student interactions with content, the instructor, and other students. While these courses may appeal to on-campus students, they are designed to meet the needs of students who do not have effective access to campus. Students may reside near the campus or they may reside in other states or countries.

1. **Media code 12 - Completely Online Asynchronous Course –** In a completely online asynchronous course, students participate in learning activities at a time and on a schedule that is unique and best suited to them. All learning activities are online; there are no in-person meetings/exams and no synchronous online meetings/exams.











Add Equiv. Waitlist	ID #	Subj. #	Sec Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	001040	ABA 541	54 <u>Experimental Analysis of Behavior</u>	08/21 - 12/14	n/a	n/a	3.0	Full	Walker, Stephen 	Completely Online-Asynchronous	
  	001042	ABA 630	54 <u>Advanced Applied Behavior Analysis</u>	08/21 - 12/14	n/a	n/a	3.0	Full	Choi, Eunju 	Completely Online-Asynchronous	

2. **Media code 13 - Completely Online Synchronous or Synchronous/Asynchronous Mixed Course -** In a completely online synchronous course, students participate in online learning activities at a scheduled time and on a scheduled date. In a synchronous/asynchronous mixed course, students participate in learning activities both synchronously and asynchronously. All learning activities are online; there are no in-person meetings or exams. Meetings and exams are determined by the instructor and may be either synchronous or asynchronous. Synchronous meeting/exam dates and times are often documented in ISRS (registration system) and in the syllabus.

*No room assigned to the course

*TCM must include meeting day(s) and time(s). If instructor would like to reserve a room for the course, schedule room in CPI and mention – synchronous course.

Fully online courses (Media Code 12 and 13) will have an “8000 Fully Online: no in person” special message added to the course.

Add Equiv. Waitlist	ID #	Subj. #	Sec Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	000799	TSE 440	54 <u>Driving Task Analysis</u>	08/21 - 08/21 08/21 - 12/14 09/13 - 09/13	M n/a W	5:30pm - 9:00pm n/a 5:30pm - 9:00pm	3.0	Open	Lee, Mark 	Completely Online - Synchronous	
  	000801	TSE 450	54 <u>Methods of Classroom Instruction</u>	08/21 - 12/14 09/13 - 09/13 10/04 - 10/04 10/25 - 10/25	n/a W W W	n/a 5:30pm - 9:00pm 5:30pm - 9:00pm 5:30pm - 9:00pm	3.0	Open	Lee, Mark 	Completely Online - Synchronous	

▪ **Hybrid Course – Course activity is both online and in-person.**

Media code 9 - In a hybrid course, online learning activities are used to supplant some, but not all, in-person instruction. Typically, 25% - 75% of a hybrid course is online with the balance of the course being in-person. The in-person component of hybrid courses may include small group meetings (flipped classrooms), laboratory/experiential learning activities, studio work, and individual or small group student performance activities. Meetings/exams are determined by the instructor and may be online (either synchronous (scheduled) or asynchronous) or in-person. In-person and synchronous online meeting/exam dates and times are documented in ISRS (registration system) and in the syllabus.

*TCM must include meeting day(s) and time(s)

*Room assigned to meeting in person dates (after December 18th date)

Hybrid courses (Media Code 09) will have a “7000 Course has in-person and online requirements” special message added to the course.

Add Equivalent Worksheet	ID #	Subj #	Sec Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
	003261	SPED 416 55	Individualized Assessment in Special Education	08/21 - 12/14 08/22 - 08/22 08/29 - 08/29 11/28 - 11/28 12/05 - 12/05	n/a T T T T	n/a 5:30pm - 8:20pm 5:30pm - 8:20pm 5:30pm - 8:20pm 5:30pm - 8:20pm	3.0	Open	Pickle, James	Blended/Hybrid	
	001004	ECON 586 54	Introduction to Mathematical Economics	08/21 - 10/11 08/21 - 10/11	M n/a	5:30pm - 6:30pm n/a	3.0	Open	Komai Moile, Mana	Blended/Hybrid	

Online course Information needed before courses are entered into the system:

Hybrid Courses and Synchronous courses that do not meet the required credit hours requires at least two meeting sequences to be entered for each course.

1. Meeting sequence 1: use course begin and end date, check “hours arranged” listing the first day and the last day of the semester.
2. Meeting sequence 2: Provide meeting day/time information. Specific meeting days/times should be provided upon course entry if an instructor requires the students to meet for individual synchronous/online (media code 13) or on campus class (media code 09) meetings for their course. Meeting days and times listed on the courses prevent any time conflicts with another course when student’s complete registration.
The instructor will only be listed on the arranged meeting sequence, the meeting sequence listing the full term dates.
3. Add Additional meeting sequences add if needed (individual meeting dates)

ONLINE AND DISTANCE LEARNING FEE REFUND REQUEST:

Students who *live out of state and are enrolled in ONLY ONLINE programs* are eligible to apply for a fee waiver for all fees except the online differential, MSUSA and Tech fee.

The form can be found at: <https://www.stcloudstate.edu/srfs/forms.aspx> under Financial.

Forms must be submitted by the 20th class day (Fall/Spring) and the 10th class day (Summer).

Students must complete the form every semester to receive the fee refunds.