



## Office of the Registrar

### **Continuation of Pilot for Graduate and Undergraduate Short Courses Spring 2020 Information for Students and Schools**

A pilot program was 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 pilot program will be continued on a limited basis for the Spring 2020 term with the understanding that a working group will be formed to evaluate the pilot courses, recommend future offerings to the Provost's Office, and determine any action items needed to address areas of concern.

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 Extended Pilot

1. The pilot short courses for Spring 2020 *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 Spring 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. Any Schools/Colleges wishing to use the GT course prefix should work directly with the Registrar's Office to build those sections.
3. 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 schedulers in the units can pair up courses to ensure best use of classroom space.
4. 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)).
5. These experimental short courses are limited to Campus A at this time.
6. 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.

7. 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 either Session 1 or 2.
8. 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.
9. 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

1. 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.
2. Students will register for these one-credit, pilot courses in Phase I or Phase II registration as they normally would. All normal rules apply.
3. 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.
4. Students may withdraw from these short courses in the normal manner by the deadline of March 11, 2020 at 4:00 PM. See the academic calendar on the Registrar’s Office website. In this pilot Spring program for short courses, there is no third mini-mester as there was in Fall.
5. There will be no refunds for individual course withdrawals after the close of Phase II registration.
6. Students should bear in mind that these one-credit short courses might 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 Spring 2020 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 January 6 or February 10. There will be no third mini-mester as there was in Fall. It is important for Schools to follow this pattern so that we can maximize the use of classrooms. For both 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.

Spring 2020	
Mini 1, Week 1	January 6 – 10
Mini 1, Week 2	January 13 – 17
Mini 1, Week 3	January 20 – 24
Mini 1, Week 4	January 27 – 31
Mini 1, Week 5	February 3 – 7
Mini 2, Week 1	February 10 – 14
Mini 2, Week 2	February 17 – 21
Mini 2, Week 3	February 24 – 28
Mini 2, Week 4	March 2 – 6
Mini 2, Week 5	March 9 – 13

**Spring 2020**

Runs January 6 – May 1 (inclusive of reading periods/final exams, running April 22 – May 1)

**Notable holidays:**

Mini 1 – Martin Luther King, Jr. Day (1/20/19)

Mini 2 – None