

Dynamic Dates for Non-Standard Classes

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Introduction

Courses may be scheduled as [non-standard](#) when they do not follow regular meeting patterns or when scheduling course components during both block week and the regular term (e.g., lectures during block week and labs throughout the regular term). Non-standard classes have dynamic dates for add/drop/withdraw deadlines. The last day to drop a non-standard course varies by course dates and is normally set at 10 per cent of the scheduled class time. The date will be indicated in the student centre – see the calendar icon.

Verifying if a class is Scheduled Correctly

Step by step:

1. If a student can't add or drop, the class may not have been scheduled correctly as non-standard – sometimes faculties will set a non-standard class under basic data, but not set up the Meetings with non-standard sessions, which doesn't work for dynamic dating. Menu Path: *Maintain Schedule of Classes*.

The screenshot displays the 'Maintain Schedule of Classes' interface for the University of Calgary. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The page header includes the University of Calgary logo and name. Below the header, there are several tabs: Basic Data (highlighted), Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, Exam Info, LMS Data, and Class Comments. The main content area shows course details for Course ID 161868, Course Offering Nbr 1, Academic Institution University of Calgary, Term Spring 2017, Subject Area DNCE, and Catalog Nbr 315. There is also a button for 'Auto Create Component'. Below this, a 'Class Sections' table is displayed with columns for Session, Class Nbr, Start/End Date, and Component. The table shows a session labeled 'Non-Standard' with Class Nbr 31865, Start/End Date 2017/06/06 to 2017/06/27, and Component LEC Lecture.

Course ID:	161868	Course Offering Nbr:	1
Academic Institution:	University of Calgary		
Term:	Spring 2017	Undergrad	<input type="button" value="Auto Create Component"/>
Subject Area:	DNCE	Dance	
Catalog Nbr:	315	Hip Hop I	

Session:	Class Nbr:	Start/End Date:
NS Non-Standard	31865	2017/06/06 2017/06/27

Component: LEC Lecture Event ID: 000097762

- Navigate to the *Meetings* tab. The *session* should be listed as *non-standard*, which drives the dynamic dates for add/drop/withdraw.

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		Exam Info		LMS Data		Class Comments							
Course ID:	161868	Course Offering Nbr:	1																				
Academic Institution:	University of Calgary																						
Term:	Spring 2017	Undergrad																					
Subject Area:	DNCE	Dance																					
Catalog Nbr:	315	Hip Hop I																					
Class Sections																Find View All		First		1 of 2		Last	
Session:	NS	Non-Standard																Class Nbr:	31865				
Class Section:	01	Component:	Lecture														Event ID:	000097762					
Associated Class:	1	Units:	3.00																				
Meeting Pattern																Find View All		First		1 of 1		Last	
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date											
KN 163	40		12:00PM	3:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2017/06/06 2017/06/27											
KN 163	Topic ID:		Free Format																				
	Topic:																						
																<input type="checkbox"/> Print Topic On Transcript		Contact Hours					

Checking Add/Drop Dates for Individual Classes


Step by step:

- Menu Path: *Class Section Dynamic Dates*.

Favorites										Main Menu										Curriculum Management										Dynamic Dates										Class Section Dynamic Dates																																																					
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Class Section Dynamic Dates																																																																																													
Enter any information you have and click Search. Leave fields blank for a list of all values.																																																																																													
Find an Existing Value																																																																																													
Search Criteria																																																																																													
Academic Institution:	=	UCALG																																																																																											
Term:	=	2173																																																																																											
Subject Area:	=																																																																																												
Catalog Nbr:	begins with																																																																																												
Academic Career:	=																																																																																												
Campus:	begins with																																																																																												
Session:	=	Non-Standard																																																																																											
Course ID:	begins with																																																																																												
Course Offering Nbr:	=																																																																																												
Description:	begins with																																																																																												
<input type="checkbox"/> Case Sensitive																																																																																													
Search										Clear										Basic Search										Save Search Criteria																																																															
Search Results																																																																																													
View All																																																First		1-37 of 37		Last																																									
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Course ID	Course Offering Nbr	Description																																																																																				
UCALG	2173	ART	241	Undergrad	MAIN	Non-Standa	102194	1	Drawing I																																																																																				
UCALG	2173	ART	311	Undergrad	MAIN	Non-Standa	161603	1	Topics in Art																																																																																				
UCALG	2173	DNCE	315	Undergrad	MAIN	Non-Standa	161868	1	Hip Hop I																																																																																				

2. After selecting an individual class:

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Dynamic Dates](#) > [Class Section Dynamic Dates](#)


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[Dynamic Class Data](#) | [Class Meeting Pattern](#) | [Messages](#)

Course ID: 161868 **Course Offering Nbr:** 1
Academic Institution: University of Calgary
Term: Spring 2017 Undergrad [Calculate Dynamic Dates](#)
Subject Area: DNCE Dance
Catalog Nbr: 315 Hip Hop I
Session: Non-Standard *A factor of 9999 excludes a date from the calculation process.*

Dynamic Class Dates [Find](#) | [View All](#) First ◀ 1 of 2 ▶ Last

Class Section: 01 Lecture **Class Nbr:** 31865
Associated Class: 1 **Event ID:** 000097762
Dynamic Class Date Rule: NS_W_MTGS Deadlines for NS With Mtgs

[First Date to Enroll](#)

3. Scroll down to Drop Action dates:

Last Date to Drop

Rule:
Rounding Scheme:
Factor: 9999.000 **Deadline:** **Override**

Drop Action Dates

Rule:	H	Percentage of Class Hours		
Rounding Scheme:	M	Basis Day		
Drop Deadline (delete) factor:	0.150	Deadline: 2017/06/07	<input checked="" type="checkbox"/>	Override
Drop Deadline (retain) factor:	9999.000	Deadline:	<input type="checkbox"/>	Override
Drop Deadline (Penalty) factor:	1.000	Deadline: 2017/06/26	<input type="checkbox"/>	Override
Drop Deadline(Penalty2) factor:	9999.000	Deadline:	<input type="checkbox"/>	Override

Cancel & Withdrawal Dates

Rule:	H	Percentage of Class Hours		
Rounding Scheme:	M	Basis Day		
Cancel Factor:	0.150	Deadline: 2017/06/07	<input type="checkbox"/>	Override
Withdraw w/o Penalty factor:	9999.000	Deadline:	<input type="checkbox"/>	Override
Withdraw with Penalty factor:	1.000	Deadline: 2017/06/26	<input type="checkbox"/>	Override

4. **NOTE:** If dates are blank (as seen in the example below), or the student cannot add/drop based on the dates listed under Dynamic dates, escalate to the Registration SME to determine if the class has the dates entered correctly — rather than just adding or dropping the student as a workaround in the moment.

Drop Action Dates			
Rule:			
Rounding Scheme:			
Drop Deadline (delete) factor:	0.000	Deadline:	<input type="checkbox"/> Override
Drop Deadline (retain) factor:	0.000	Deadline:	<input type="checkbox"/> Override
Drop Deadline (Penalty) factor:	0.000	Deadline:	<input type="checkbox"/> Override
Drop Deadline(Penalty2) factor:	0.000	Deadline:	<input type="checkbox"/> Override
Cancel & Withdrawal Dates			
Rule:			
Rounding Scheme:			
Cancel Factor:	0.000	Deadline:	<input type="checkbox"/> Override
Withdraw w/o Penalty factor:	0.000	Deadline:	<input type="checkbox"/> Override
Withdraw with Penalty factor:	0.000	Deadline:	<input type="checkbox"/> Override
Withdraw with Greater Penalty:	0.000	Deadline:	<input type="checkbox"/> Override

Fee Reversal for Dropped/Withdrawn Non-Standard Classes

Step by step:

1. Fee reversals and term fee due dates do NOT consider dynamic dating for individual classes. (I.e., If a Spring non-standard class has a June 1 deadline to add/drop.) The fees for the class will still be due by the Spring term fee deadline, which is in May before the class starts — meaning fees are due before the student determines they want to drop the class. If a student then drops the class by June 1, the software will still assign fees to the drop, because the software has a fee reversal rule built in that doesn't consider dynamic dates. So, in this case, the student will be assessed fees.

This goes for W's as well. If a student withdrew from a non-standard block week course and gets a W, they will get all fees reversed, as the software fee reversal rule is based on standard term dates — reverses fees based on the start of the term, not the start of the class nor the W assigned, regardless of if a W is supposed to not reverse fees.