Dynamic Dates for Non-Standard Classes

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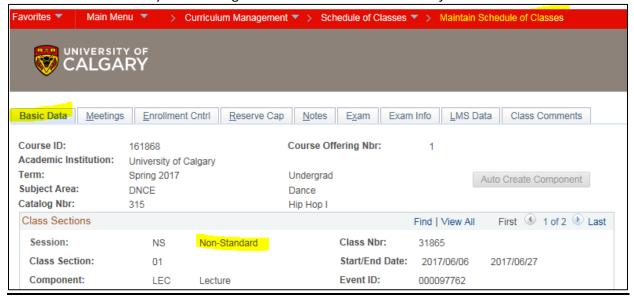
Introduction

Courses may be scheduled as <u>non-standard</u> 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.

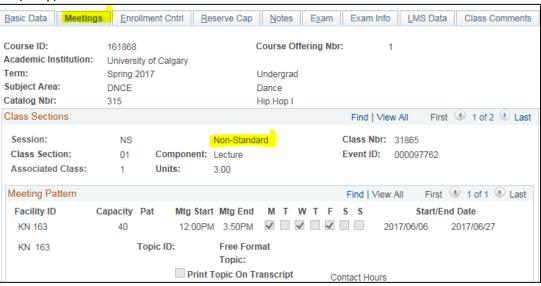
Verifying if a class is Scheduled Correctly

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*.



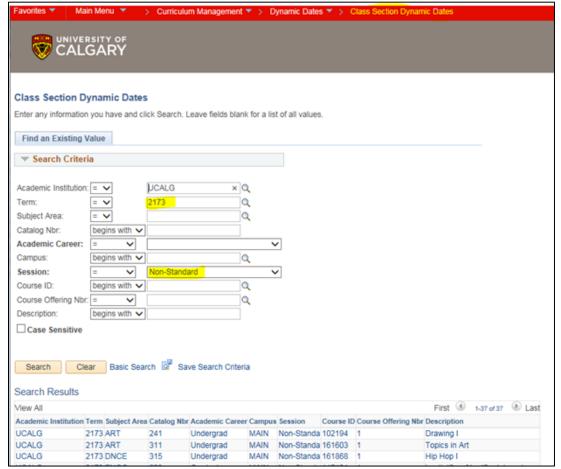
2. Navigate to the *Meetings* tab. The *session* should be listed as *non-standard*, which drives the dynamic dates for add/drop/withdraw.



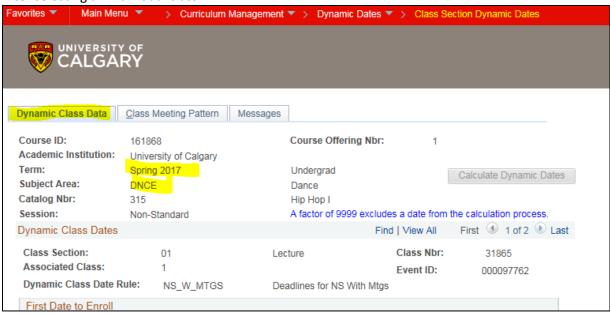
Checking Add/Drop Dates for Individual Classes

Step by step:

1. Menu Path: Class Section Dynamic Dates.



2. After selecting an individual class:



3. Scroll down to Drop Action dates:

Last Date to Drop				
Rule:				
Rounding Scheme:				
Factor:	9999.000	Deadline:		Override
Des Asias Datas				
Drop Action Dates				
Rule:	H Percent	tage of Class Ho	ours	
Rounding Scheme:	M Basis D	ay		
Drop Deadline (delete) factor:	0.150	Deadline:	2017/06/07	Override
Drop Deadline (retain) factor:	9999.000	Deadline:		Override
Drop Deadline (Penalty) factor:	1.000	Deadline:	2017/06/26	Override
Drop Deadline(Penalty2) factor:	9999.000	Deadline:		Override
Cancel & Withdrawal Dates				
Rule:	H Percent	tage of Class Ho	ours	
Rounding Scheme:	M Basis D	ay		
Cancel Factor:	0.150	Deadline:	2017/06/07	Override
Withdraw w/o Penalty factor:	9999.000	Deadline:		Override
Withdraw with Penalty factor:	1.000	Deadline:	2017/06/26	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	5	tadent as a Workar oans	
Rule:			
Rounding Scheme:			
Drop Deadline (delete) factor:	0.000	Deadline:	Override
Drop Deadline (retain) factor:	0.000	Deadline:	Override
Drop Deadline (Penalty) factor:	0.000	Deadline:	Override
Drop Deadline(Penalty2) factor:	0.000	Deadline:	Override
Cancel & Withdrawal Dates			
Rule:			
Rounding Scheme:			
Cancel Factor:	0.000	Deadline:	Override
Withdraw w/o Penalty factor:	0.000	Deadline:	Override
Withdraw with Penalty factor:	0.000	Deadline:	Override
Withdraw with Greater Penalty:	0.000	Deadline:	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 or 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.