

MEMORANDUM
WEBER STATE UNIVERSITY

FROM: Bruce Bowen, Associate Provost (Interim Registrar)
TO: Deans, Department Chairs, Department Secretaries
DATE: June 16, 2005
RE: Parts-Of-Term
EFFECTIVE: **Spring Semester 2006**

The transition from STAARS to SCT Banner has revealed an issue that has become incredibly difficult to manage. At issue is the numerous disparate beginning and ending dates of courses being offered within a given semester. The Registration Office is impacted since LYNX/Banner requires every class to be attached to a specific part of term. Moreover, each part of term must also be handled separately when it comes to tuition refunds, which will cause great difficulty for the Cashier's Office.

This issue was discussed in the May 25th Dean's Council meeting. It was decided that the current problems caused by 31 different parts-of-term could be reduced if academic courses were offered within the timeframes listed below. Three parts-of-term will be available during fall and spring semesters and seven parts-of-term during summer. Faculty will still have the flexibility of *ending* a course earlier than normal. However, it is crucial, for tuition refund purposes, to *begin* classes according to the schedule below.

Courses that may be unique in nature such as seminars, workshops, conferences, etc., offered within a given semester should be scheduled through Continuing Education. Please contact Brian Stecklein at 626-6787 for assistance.

If you have questions or concerns regarding this memo, please contact your academic dean.

<u>Fall/Spring</u> <u>Instruction Period</u>	<u>First Day of Instruction</u>
16 weeks	1 st day, 1 st week
8 weeks	1 st day, 1 st week
8 weeks	1 st day, 9 th week

<u>Summer Term</u> <u>Instruction Period</u>	<u>First Day of Instruction</u>
12 weeks	1 st day, 1 st week
8 weeks	1 st day, 5 th week
6 weeks	1 st day, 1 st week
6 weeks	1 st day, 7 th week
4 weeks	1 st day, 1 st week
4 weeks	1 st day, 5 th week
4 weeks	1 st day, 9 th week

NOTE: Saturday classes beginning the Saturday before school begins are treated as if beginning on Monday for "first day of instruction" and tuition refund purposes. Also, each part-of-term listed above includes the final exam period.