

REGISTERING FOR, ADDING AND DROPPING 'SHORT COURSES'

Short Course Defined

A 'short course' is a course that does not span a full term. Most of our short courses start at the beginning of the term and finish well before the term ends (see the list below). Only one course, Backcountry Survival, starts mid-term and finishes when the term ends. The important thing to note is that there are 'special' (different) protocols for registering into and dropping a short course, and there is also a different (less generous) refund schedule (see below).

The following PEO courses are designated 'short courses':

- 325 - Swiftwater Safety
- 331 - Outdoor Rock Climbing
- 351 - Backpacking
- 356 - Backcountry Navigation
- 288 - (Mountaineering Prep.) and 361 (Mountaineering Outing)
- 371 - Snow Camping
- 392 - Backcountry Survival
- 399 - Backcountry Cuisine
- 399 - Backcountry Rescue Techniques

All OPP courses can be taken for credit or non-credit. Please read the following information related to managing 'short course' registration, adds, drops, refund schedule, etc.

REGISTERING FOR, ADDING AND DROPPING 'SHORT COURSES' FOR ACADEMIC CREDIT

A. Initial Registration for Academic Credit via Duckweb

1. *For short courses starting at the beginning of a term:* Students register on DuckWeb as usual. Registration on Duckweb is deactivated within the hour prior to the start of any short course. For example, if a short course starts on the Monday of the first day of the term, registration is cut off just prior to the course starting.
2. *For short courses starting midterm (e.g. Backcountry Survival):* Students must visit the Registrar's office and add via petition if they have not added during the normal registration window prior to the start of the term.

B. Adding a Short Course for Credit After the Course Starts

Registering for academic credit once a course has started is by petition only. Normally, a petition request is \$25, however the Registrars Office will consider the circumstances. In the words of Brain Lowery, Asst. Registrar:

"Students can request this fee to be waived, and we consider the circumstances. For these short courses, there shouldn't be problems with waiving the petition fee as long as the student petitions promptly on day 1 or 2 of the class."

C. Dropping A Short Course

After the course starts, ALL 'for credit' drops must be conducted in person at the Registrar's office. The short course refund schedule is then applied. The amount of the refund is based on the percentage of the course that has been completed as *of the time a student notifies the Registrar's Office to drop the course*. To calculate the

percentage, divide the number of weekdays attended (based on drop date) by the total number of weekdays the course will meet.

Example:

Course dates: March 31 - May 2 (25 weekdays) Student drop date: April 4 (5th weekday of class) $25/5 = 20\%$

<u>% of course</u>	<u>Refund</u>
0-10%	100% refund, no W (90% refund if complete withdrawal)
10.01- 12%	75% refund, last day for no W (W recorded after this date)
12.01 - 20%	75% refund (with W)
20.01 - 30%	50% refund (with W)
30.01 - 40%	25% refund (with W)
40.01 - 70%	No refund, Last day for W
70.01 and up	Petition required to withdraw from course

MANAGING 'SHORT COURSE' NON-CREDIT REGISTRATION

All OPP courses can be taken 'non-credit'. Students do not register via Duckweb, nor is academic credit awarded. Since academic credit is not awarded, the course does not show up on the student's transcript, nor can the course be applied to a student's grad plan. The student does not pay tuition but is assessed the course activity fee.

Registering For A Short Course

All non-credit registration is conducted at the Service Desk in the Student Recreation Center. A student can claim a spot in a course as a non-credit student one of two ways:

1. Effective Fall Term 2015, a certain number of spots (5 total) will be reserved for non-credit registration into most PE courses (exception – courses requiring instructor consent – see below). Once registration starts for a specific term, the student can register non-credit at the Service Desk. Instructor consent is not required. Students pay the non-credit fee (\$100 unless specified otherwise). If all non-credit spots have been allocated and the student wants to take the course non-credit, it's still possible, as explained in #2 below.
2. Enroll on Duckweb to secure a spot in the course. Prior to the start of the course, stop by the Service Desk in the SRC and make the switch to non-credit. The non-credit fee is assessed at this time. **IMMEDIATELY AFTER REGISTERING NON-CREDIT, DROP THE COURSE ON DUCKWEB. NOBODY BUT YOU CAN DROP A COURSE.** It's imperative to make the switch to non-credit AND drop the course via Duckweb prior to the start of the course. Duckweb access is terminated for adding and dropping right before the course starts. If you stay registered you will not be able to drop via Duckweb. You will have to drop at the Registrar's Office and be subject to the short course refund schedule.

Registering For Courses That Require Instructor Consent

Contact Dan or Michael to secure registration clearance into a course, either for credit, or non-credit (please specify). When registration starts for a specific term register for academic credit via Duckweb, or for non-credit at the Service Desk in the SRC. There is no initial limit to the number of non-credit spots allocated to students.