

Nicholls State University CREATION OF PART-OF-TERM

SUBMIT NO LATER THAN THREE WEEKS PRIOR TO SESSION BEGIN DATE

Semester: _____
 Part-of-Term: _____
 Date Created: _____
 Initials: _____

College: _____

Department: _____

Contact Person: _____

Contact Person's Telephone Ext: _____

Application Deadline & Process: call ext 4208

Session Registration: call ext 4550

Fee Payment Information: call ext 4055

Last day to drop/resign with a "W": _____

Session Begins: _____

Session Ends: _____

Enrollment Statistics Date: _____

Final Grades Due: _____

Application Deadline: _____

Registration Deadline: _____

Fee Payment Deadline: _____

Late Fee Assessment Dates:

(LATE FEES BEGIN AFTER THE FIRST DAY OF THE SESSION)

\$25 _____

\$50 _____

\$100 _____

All information below must be completed prior to the approval of the session.

COURSE	NO.	SEC	CR	BLDG/ROOM	TIME	INSTRUCTOR	ENR MAX

APPROVALS:

 Session Originator

 Date

 Head of Department in which course(s) is offered

 Date

 Dean of College in which course(s) is offered

 Date

 Enrollment Services (not required if only for continuing students)

 Date

 University Registrar (to create calendar and term)

 Date

 Controller

 Date

 Vice President for Academic Affairs (creation of courses)

 Date

 Records and Registration (original)

 Date

These instructions should be completed in the following order to create a Part-of-Term.

The session originator, department head, or instructor can obtain the "Creation of Part-of-Term" form from the M-Drive, M:\admins\ACADEMIC FORMS.

1. The following is completed by originator:
 - a. College
 - b. Department
 - c. Contact Person
 - d. Contact Person's Telephone Number
 - e. Session Dates, Beginning and Ending
 - f. Enrollment Statistics Date, contact Kelly Rodrigue at ext 4154
 - g. Final Grades Due, contact Kelly Rodrigue or Melanie Benoit
 - h. Last day to drop/resign with a "W"
 - i. Application Deadline and Procedure, contact Robin Andrews at ext. 4147
 - j. Registration Deadline, contact Melanie Benoit at ext 4550
 - k. Tuition/Fee Payment Deadline, contact Melissa Rivere at ext 4055, to determine how tuition will be assessed
 - l. Course Information

2. The Originator will forward the form for appropriate approval as follows:
 - a. Head of Department in which course(s) is offered
 - b. Dean of College in which session is offered
 - c. Enrollment Services (Robin Andrews)
 - d. University Registrar to create session calendar and term (Kelly Rodrigue)
 - e. Controller
 - f. Vice President for Academic Affairs (creation of courses)
 - g. Office of Records and Registration (original)