

To: Academic Deans/Academic Advisors
 From: The Office of Registration and Records.
 Reason: **Spring Registration, Sub-Term Definitions, and Academic Overload Policy**
 Date: 9/30/2024

To comply with federal financial aid standards, effective for the 2024-25 Academic Year and beyond, the winter-term (4 weeks) is part of the overarching spring semester (19 weeks) and is now a sub-term within the over-arching spring semester. The spring term (15 weeks) is now a sub-term in the spring semester.

Please note: The Business Office will continue to bill the winter-term and the spring-term independently. For billing purposes, the student will need to carry a minimum of 12 credits in the spring-term to maintain full-time status. Student schedules and faculty load will reflect both winter and spring course registrations/offerings.

Undergraduate Calendar with Sub-term Definitions

	Fall Semester (FA)			Spring Semester (SP)			Summer Semester (SU)				
	Fall -Term(s)			Winter Term	Spring-Term(s)			Summer-Term(s)			
GPS	5 Week (F1)	5 Week (F2)	5 Week (F3)	4 Week (W1)	5 Week (S1)	5 Week (S2)	5 Week (S3)	5 Week (J1)		5 Week (J2)	
	15 Week (F4)					15 Week (S4)			14 Week (J4)		
Day	15 Week (4F)			4 Week (1W)	15 Week (4S)			3 Week (May (3J)	7 Week (5J)	7 Week (6J)	14 Week (8J) Internships
								14 Week (4J)			

Understanding sub-terms

The Office of Registration and Records maintains a webpage dedicated to [Term/Sub-term and Clinical Rotations](#). In the above chart, each **sub-term** has an identified code (e.g., 4F) for use when searching for courses in JayWeb.

Understanding Section Codes

To allow for the visual identification/distinction between Winter and Spring course offerings, the following sections codes function as course identifiers:

- **All courses in the winter term have a section code of “W#”,** where # represents a distinct number. Therefore, if a faculty member is teaching two sections of the same course each course has a distinct section number of “W#”, where # = 1-10
- **All courses in the Spring Sub-term** will use the traditional coding formats, **A-Z** excluding W.

Course Listing Webpage

Registration and Records maintain course listing pages dedicated to [SGPS](#) and [On-Campus Residential Schools \(Day\)](#).

Information Technology has added a **new filter to search by sub-term**.

- 15 Week Fall Term: Day: 4F SGPS: F4
- 4 Week Winter Term: Day: 1W SGPS: W1
- 15 Week Spring Term: Day: 4S SGPS: S4
- You may search by any sub-term in each semester by using the drop-down menu.

Select Criteria for Course Selection

Year/Term: FA 2024 ▼

Sub-Term: ▼

Choose Dis: 2024-25 FA - SGPS Undergrad (F1) (8/26 - 9/27) ▼

Graduate: 2024-25 FA - SGPS Grad (A2) (10/21 - 12/13)

Status: All

Advanced: 2024-25 FA - SGPS Undergrad (F3) (11/11 - 12/13)

2024-25 FA - SGPS Grad (A1) (8/26 - 10/18)

2024-25 FA - SGPS Undergrad (F4) (8/26 - 12/13)

2024-25 FA - SGPS Undergrad (F2) (10/7 - 11/8)

2024-25 FA - SGPS Undergrad (F4) (8/26 - 12/13)

Search Now

Course Views in JayWeb

On the Faculty Tab, use Term drop down to select “**2024-2025 – Spring Semester**”, then click SEARCH. **All course offerings in both Winter-term and Spring-term will be displayed.** In the example below, the “W1” indicates that the course will be offered in the winter-term.

Faculty

◀ Back

Course List for Joe Faculty

Term: 2024-2025 - Spring Semester ▼

Search

2024-2025 - Spring Semester			
Course	Title	Division	Go Directly To
AC 101 Bl A	Introduction to Accounting	Undergraduate Student	Select Area ... ▼
ART 105 3CE W1	CE Drawing I	Undergraduate Student	Select Area ... ▼
HA 100 HA A	Introduction to Healthcare Systems	Undergraduate Student	Select Area ... ▼
HCA 2650 CE A	SGPS Health Care Management	Undergraduate Student	Select Area ... ▼
PHY 105 6NPS C W1	NPS How Things Work	Undergraduate Student	Select Area ... ▼

Course Details

You can verify the Spring Semester sub-term by choosing “**Course Details**” from the “**Go Directly To**” drop-down list. In the example below you can see that the course is offered in traditional spring sub-term.

2024-2025 - Spring Semester			
Course	Title	Division	Go Directly To
AC 101 BU A	Introduction to Accounting	Undergraduate Student	Select Area ...
ART 105 3CE C W1	CE Drawing I	Undergraduate Student	Select Area ...
HA 100 HA A	Introduction to Healthcare Systems	Undergraduate Student	Select Area ...
HCA 2650 CE A	SGPS Health Care Management	Undergraduate Student	Course Details
PHY 105 6NPS C W1	NPS How Things Work	Undergraduate Student	Class List
			Grade Entry

Set Options

Course: AC 101 BU A

Course Details 2024-2025 SP - Undergrad (4S) (1/13 - 5/2) | Undergraduate Student | AC 101 BU A | Introduction to Accounting

Faculty	Meets	Dates	Rooms
Faculty, Joe	MW 12:30 PM-1:50 PM	1/13/2025 - 5/7/2025	ETOWN/ H/ 213

There are no students registered for the selected course.

[Email Selected Students](#)

Grade Entry

Faculty will continue to grade winter-term course offerings independently of spring. The published “Important Dates” on the Academic Calendar Page highlights when grades are due each term/sub-term.

- Winter Grades are Due on Wednesday, January 15 at 8am. No Exceptions.
- Spring Grades are Due on Wednesday, May 14 at 8am. No Exceptions.

Overload Policy

The Overload Policy had to be amended to support the new academic structure of our spring semester. Students must be mindful of their course registrations to ensure they are not inadvertently registering in overload. In addition, they must be mindful of course section codes to be sure they are adding “W#” for winter and “A” – “L” for spring. [Appendix A](#) outlines the revised Overload Policy.

For enrollment purposes, a student can elect to take a winter-term course (4 weeks) in addition to maintaining a minimum of 12 credits in the spring-term (15 weeks) to be considered enrolled as a full-time student.

For billing and residency purposes, if a student takes 4 credits in the winter-term (4 wks) and 8 credits in the spring-term (15 wks) , they would be billed for the 4 winter term credits at the winter term tuition rate and billed for 8 credits at the part-time tuition rate for the spring term credits in our overarching Spring Semester (19 wks). The spring semester is now defined as a combination of the winter-term (4 weeks) and the spring-term (15 weeks) for enrollment purposes, but not for billing. Each term will continue to be billed independently.

Undergraduate Catalog:

Overload Credits

A student who achieves a cumulative grade point average of 3.20 or above, or who has the approval of the Registrar, may overload in a particular semester. An additional tuition fee is assessed for credits based on load maximums for the identified semester. Overload Petitions are available in JayWeb and on the forms page of the Office of Registration and Records website. Students are encouraged to submit Overload Petitions ahead of open registration to ensure ease of course registration.

Semester Loads

- **Fall Semester. 15 weeks.** The Fall semester is comprised of multiple sub-terms at the graduate (#A, A#) and undergraduate level (#F, F#). A student may register for a maximum of 18 credits across all sub-terms before seeking permission to overload, with associated fees. A student may carry a maximum of 20 credits in the fall semester.
- **Spring Semester. 19 weeks.** The Spring semester is comprised of a combination of winter and spring sub-terms. Below is the permissible combination of credits across the sub-terms:
 - **Winter sub-terms Only:** A student may register for a maximum of 4 credits in the winter-sub-term(s): Undergraduate (#W, W#) and Graduate (#I, I#).
 - **Spring sub-terms Only:** A student may register for a maximum of 18 credits across any combination of spring sub-terms: Undergraduate (#S, S#) and Graduate (#P, #P) before seeking permission to overload.
 - **Winter/Spring Combination:** A student may register for a maximum of 4 credits in the winter along with a maximum registration of 18 credits across spring sub-terms before seeking permission to overload.
- **Summer Semester: 14 weeks.** Students may carry up to maximum of 12 undergraduate (#J, J#) or graduate (#U, U#) credits before seeking permission to overload. Overloads are permitted for a maximum of 16 credits in the summer.
- **Overload Fee Waivers.** Due to program curricular demands and accreditations, a program may have pre-approved per-semester overload waivers. Please refer to the program, or program director, for more information.

Graduate Catalog does not need revised, as they do not utilize the winter-term; but to align with day catalog I would recommend 18 credits, based on OT overload waiver, as the minimum. MPAS students carry 20 credits as per their accreditation:

- **Graduate Programs:** Students may carry up to 18 credits without paying a credit overload fee, unless the program accreditation dictates the maximum of 20 credits in a single semester.