SAN DIEGO COMMUNITY COLLEGE DISTRICT

VIEWING REFUND DEADLINE

BUSINESS PROCESS: *VIEWING REFUND DEADLINE*
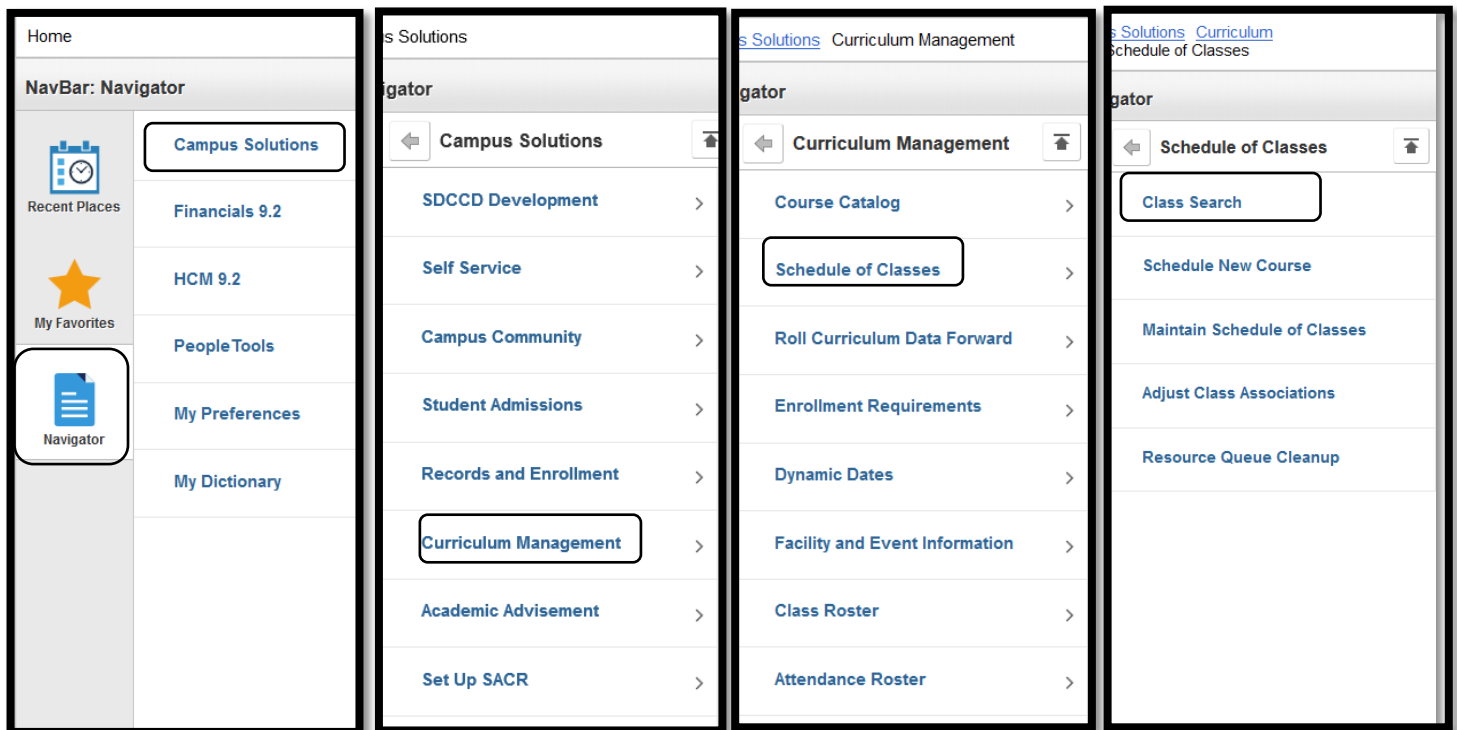MODULE: *CURRICULUM MANAGMENT*

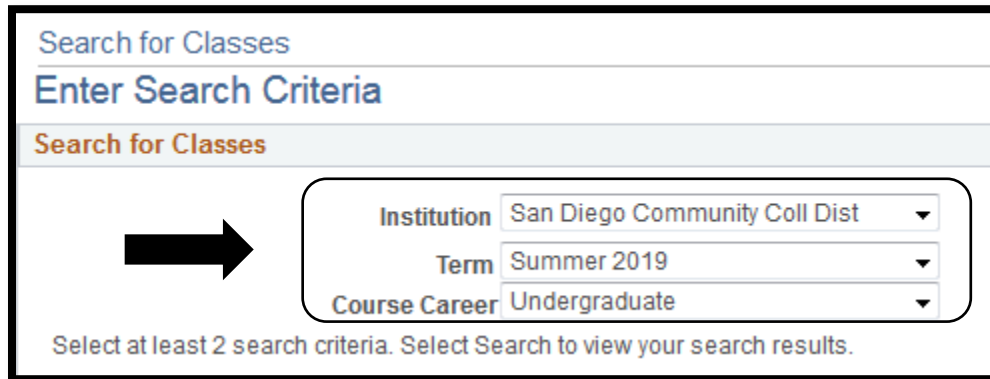## PREREQUISITES

Class must be created.

INSTRUCTIONS

This Job Aid will go over how to create the refund deadline to ensure that date is processed **BEFORE** students are able to enroll into the course. Be sure that course is not available for students to view/enroll until **AFTER** refund deadline has been processed.

STEP	Instructions
1)	Reference **Create a New Class Section** job aid to create the class section. Be sure class has de-selected **Schedule Print** on the **Basic Data** tab on the **Schedule of New Course** page.
2)	Navigate to **Class Search.** Click on NavBar icon ⊙ and then on Navigator Icon 📄 Navigator **Campus Solutions > Curriculum Management > Schedule of Classes > Class Search**

STEP	Instructions
3)	Under the Search for Classes section the **Institution** should prepopulate to **San Diego Community Coll Dist.** • For the **Term,** click the drop-down and select the correct term. • **Course Career** should remain **Undergraduate.**

Search for Classes
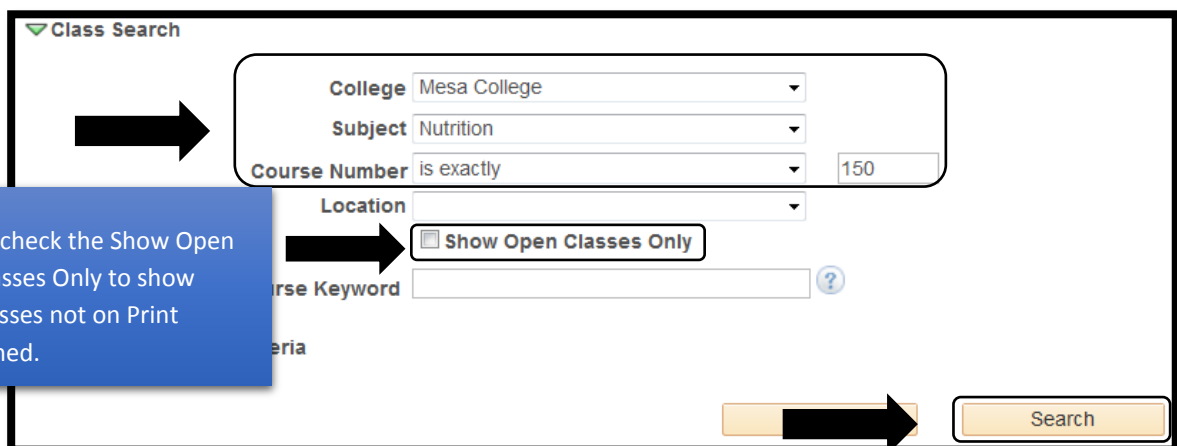
Enter Search Criteria

Search for Classes

Institution San Diego Community Coll Dist ▼
Term Summer 2019 ▼
Course Career Undergraduate ▼

Select at least 2 search criteria. Select Search to view your search results.

STEP	Instructions
4)	To search for classes, must have at least two search criteria listed below. • For **College**, click the drop-down and select the correct college. • **Subject,** click the drop down and select the correct subject. • If **Course Number** (catalog number) is known, enter in the box next to **Course Number** is exactly Click **Search** to load results.

▽ Class Search

College Mesa College ▼
Subject Nutrition ▼
Course Number is exactly ▼ 150
Location ▼

Uncheck the Show Open Classes Only to show classes not on Print Sched.

☐ Show Open Classes Only

urse Keyword ⌕ ?

eria

Search

STEP	Instructions
5)	Locate the class created under the Search Results. Click on the **Date Deadline** icon 📅 on the same line that the class is listed to display the Refund deadline.

Search for Classes
Search Results

San Diego Community Coll Dist | Summer 2019

The following classes match your search criteria Course Subject: **Nutrition**, Course Number is exactly '**150**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Session: **ALL**Session: **All Session**, Campus: **Mesa College**

🟢 Open   🔲 Closed   ⚠ Wait List   **H** Honor   📅 Date Dea

New Search   Modify Search

Click on the Date Deadline Icon for the class to display refund deadline

5 class section(s) found

▼ NUTR 150 - Nutrition

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location	
11122	2001-LEC 8WK2	TBA	Mesa - WEB	Joan Fitzgibbons	06/17/2019 - 08/10/2019	🟢	Mesa College	Web/Online	📅

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location	
11123	2002-LEC 8WK2	TBA	Mesa - WEB	Christine Dupraw	06/17/2019 - 08/10/2019	🟢	Mesa College	Web/Online	📅

STEP	Instructions
6)	**Important Deadlines** for the class will be listed below. Ensure the **Refund Deadline** has a date listed. If date shows 01-01-1901, then the Refund Deadline has not been calculated for that Dynamically Dated class section.

==REFUND DEADLINE CALCULATED==

Important Deadlines

Alison Mona	Summer 2019
Undergraduate	8WK2 - Eight Weeks

NUTR   150   **Section   2001   Nutrition**

Class Start Date 06/17/2019   **End Date** 08/10/2019

Important Deadlines

Add Deadline	06-25-2019	This is the last day to enroll into this class.
Drop Deadline	06-25-2019	This is the last day to drop and not receive a mark of "W" (Withdrawn) on your official transcript.
Refund Deadline	06-22-2019	This is the last day to drop and receive a full refund and not have this class on your official transcript.
Pass/No Pass Deadline	07-02-2019	If this class allows for a choice of Grade or Pass/No Pass, this is the deadline to make that choice.
Withdrawal Deadline	07-19-2019	This is the last day to withdraw from this class. A mark of "W" (Withdrawn) will be on your official transcript.

Refund Deadline has been calculated correctly.

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Important Deadlines <mark>REFUND DEADLINE NOT CALCULATED</mark>

Alison Mona	Summer 2019
Undergraduate	Dynamically Dated Session

NUTR 150	Section 2308 Nutrition
Class Start Date 06/03/2019	End Date 06/29/2019

Important Deadlines

Add Deadline	06-06-2019	This is the last day to enroll into this class.
Drop Deadline	06-06-2019	This is the last day to drop and not receive a mark of "W" (Withdrawn) on your official transcript.
Refund Deadline	01-01-1901	This is the last day to drop and receive a full refund and not have this class on your official transcript.
Pass/No Pass Deadline	06-10-2019	If this class allows for a choice of Grade or Pass/No Pass, this is the deadline to make that choice.
Withdrawal Deadline	06-18-2019	This is the last day to withdraw from this class. A mark of "W" (Withdrawn) will be on your official transcript.

(Note: Academic Calendar dates are subject to change)

Return

When the Refund Deadline is 01-01-1901 or blank submit refund deadline request

STEP	Instructions
7)	If the refund date displays 01-01-1901 or is blank in **Class Search**, send refund deadline request to the Vice President of Instruction (VPI) Office scheduler (Master Scheduler) via email. Information required to request calculation of refund deadline are: • Subject • Catalog Number • Class Number • Session • Start Date • End Date • Term Note: Do not display the class to students until after the refund date is populated

Send

To... | Arlis Svedberg;

Cc...

Bcc...

Subject: | Refund Deadline Request for NUTR 150- 2195 - Class Number 11261

Hello,

I would like to request the refund deadline to be calculated for my NUTR 150 class.

Class Number: 11261
Session: DYN
Start Date: 06/03/2019
End Date: 06/29/2019
Term: 2195

Thank you!

Sincerely,

Alison E. Mona
Senior Secretary
School of Health Sciences & Public Service

STEP	Instructions
8)	Once VPI office submits request to the District Student Services Support Technician, schedulers can expect the refund deadline date to be processed within 24 hours.
	Once refund deadline is populated in **Class Search,** class can be open for student to view/enroll.
	Check **Schedule Print** button on the **Basic Data** tab under **Maintain Schedule of Classes**. End of Process.

SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface |

Course ID 006564   Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Summer 2019   Undergrad
Subject Area NUTR   Nutrition
Catalog Nbr 150   Nutrition

Auto Create Component

Class Sections   Find | View All   First ◀ 8 of 8 ▶ Last

*Session DYN 🔍   Dynamically Dated Session   Class Nbr 11261
*Class Section 2308   *Start/End Date 06/03/2019 📅 06/29/2019 📅
*Component LEC 🔍   Lecture   Event ID 000255256
*Class Type Enrollment Section ▾
*Associated Class 2308 🔍   Units 3.00   ed Class Attributes
*Campus MESA   Mesa   Add Fee
*Location ONLINE 🔍   Web/   ☑ **Schedule Print**
Course Administrator 🔍   ☐ Student Specific Permissions
*Academic Organization M-CONSFAST 🔍   Dept-
     Mesa   ☐ Dynamic Date Calc Required
Academic Group MESA   ☑ Generate Class Mtg Attendance
*Holiday Schedule CO1819 🔍   Colle   ☑ Sync Attendance with Class Mtg
*Instruction Mode 72 🔍   DE-In   ☐ GL Interface Required
Primary Instr Section 2308

> Check Schedule Print box to have class display for students in Class Search

➡️

Important Deadlines

Alison Mona   Summer 2019
Undergraduate   Dynamically Dated Session

| NUTR | 150 | Section | 2308 | Nutrition |

Class Start Date 06/03/2019   End Date 06/29/2019

Important Deadlines

Add Deadline	06-06-2019	This is the last day to enroll into this class.
Drop Deadline	06-06-2019	This is the last day to drop and not receive a mark of "W" (Withdrawn) on your official transcript.
Refund Deadline	06-10-2019	This is the last day to drop and receive a full refund and not have this class on your official transcript.
Pass/No Pass Deadline	06-10-2019	If this class allows for a choice of Grade or Pass/No Pass, this is the deadline to make that choice.
Withdrawal Deadline	06-18-2019	This is the last day to withdraw from this class. A mark of "W" (Withdrawn) will be on your official transcript.

(Note: Academic Calendar dates are subject to change)

Return

> Refund Deadline is now calculated

➡️