THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF THE UNIVERSITY REGISTRAR, SCHEDULING OFFICE
COURSE SESSION DEFINITION FORM

Indicate below the begin date of instruction and the end date of instruction for any course section that does not meet the entire length of the academic term. This form is due for Academic Affairs at the close of Course Schedule Maintenance. Schools of : Business, Dental, Law, Medical or parties setting up courses after Course Schedule Maintenance closes, please submit this form three weeks prior to the date you need to begin registering students.

Important Notice: Before registering any students, please check Screen 129 in the Student Information System (SIS-C) to verify that the course session dates have been added to your course section(s). If they have not, do not begin registering students until the dates have been set. **The Student Information System (SIS-C) does not allow a course session date to be added after registration has occurred in a course section.** It also does not allow changes to these course session dates after registration has occurred in the course section.

Term = _____

Session Code (***Scheduling Office Use Only***)	**Course ID** (***Name,Number,Section***)	**Begin Date**	**End Date**	**Census Date** (***Scheduling Office Use Only***)	**Classroom** (***Scheduling Office Use Only***)

Signature of Scheduling Officer _____

Revised 11/3/2006