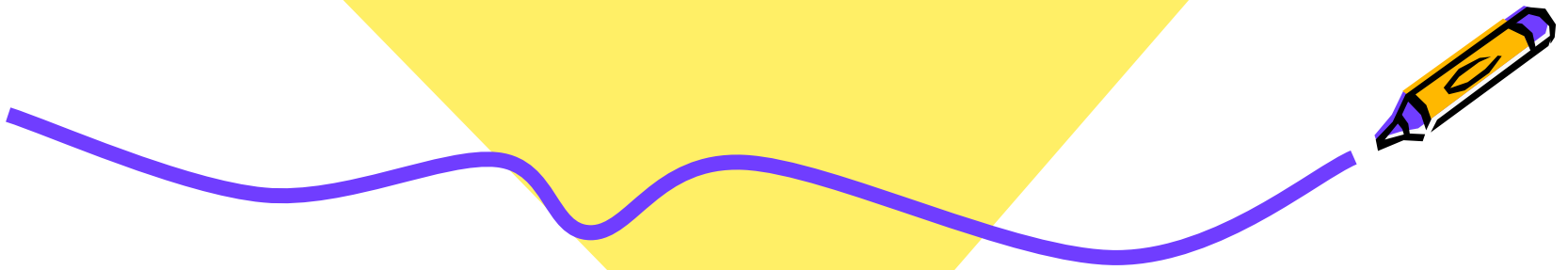




What is a  
Part of Term?



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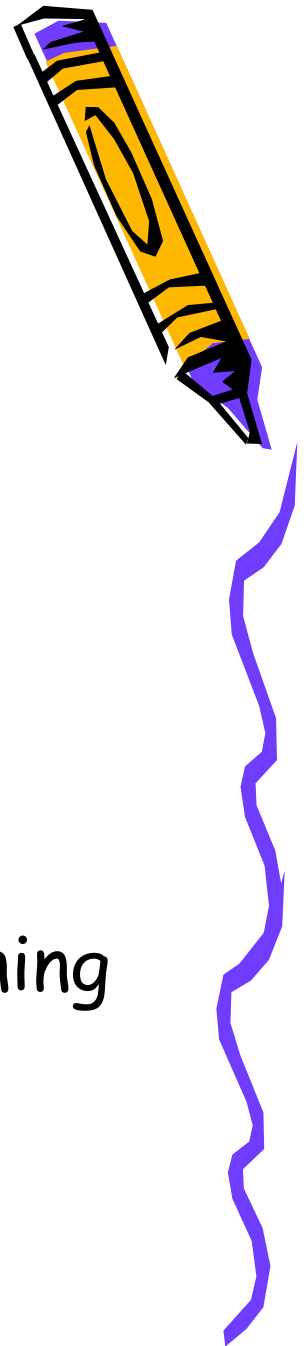
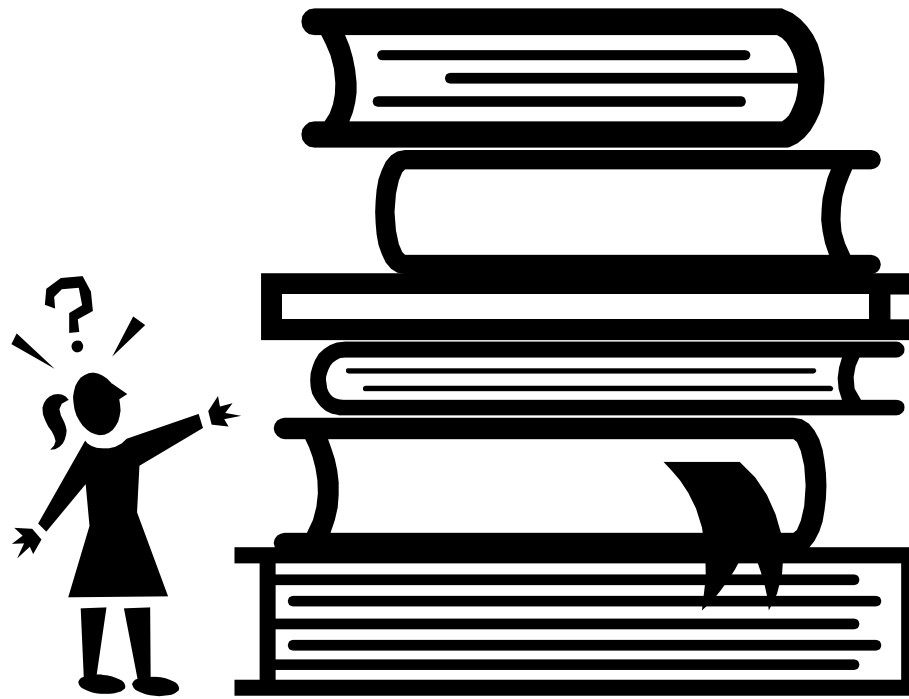
# What is a Part of Term?

A Part of Term (POT) is created to divide the full semester into smaller instructional units.

Parts of Term are created to regulate the following:

- Withdrawal Deadlines based on starting dates and number of class days
- Refund amounts and dates based on starting dates and number of class days
- Grade submittal cycles
- Report enrollment breakdowns
- Easy retrieval and location of courses for reporting.
- Faculty Load reporting





Part of Term definitions changed beginning with the Fall 2005 semester.



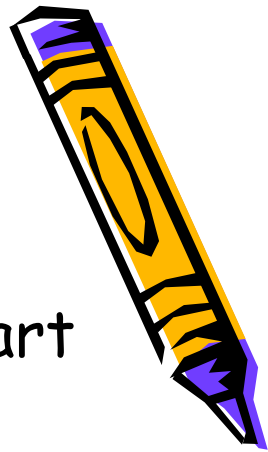
# Fall and Spring Term POTs

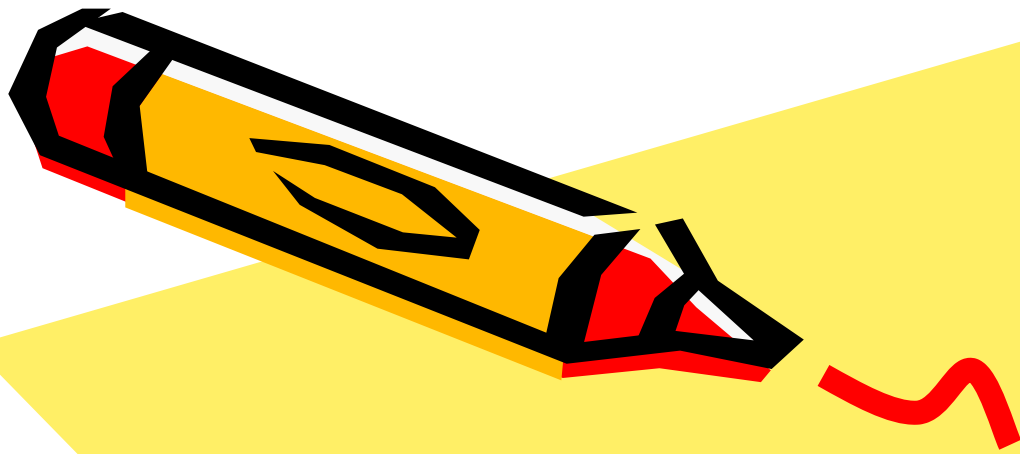
- Full Semester (POT 1) - 15 or 16 week term
- First Half Semester (POT 2) - first half of the term - usually eight weeks
- Second Half Semester (POT 3) - second half of the term - classes start the week after the semester's midpoint
- Late-Start Classes (POT 4) - twelve-week classes that begin the fourth week of the term
- Telecourses (POT 5) - all telecourse and teleWeb sections
- Miscellaneous Length (POT 6) - all classes that do not fall into one of the other parts-of-term.



# Summer Term POTs

- Full Summer (POT 1) - 8 week classes, start first week of June
- Short Summer (POT 2) - 6 week classes, start first week of June
- Early Summer (POT 3) - 3 week (intersession) classes, start the day after Spring term ends
- Extended Summer (POT 4) - 11 week classes, start the day after Spring term ends
- Telecourses (POT 5) - all summer telecourse and teleWeb sections
- Miscellaneous Length (POT 6) - all classes that do not fall into one of the other parts-of-term.





# Questions?

Contact your department chair  
or campus registration office

