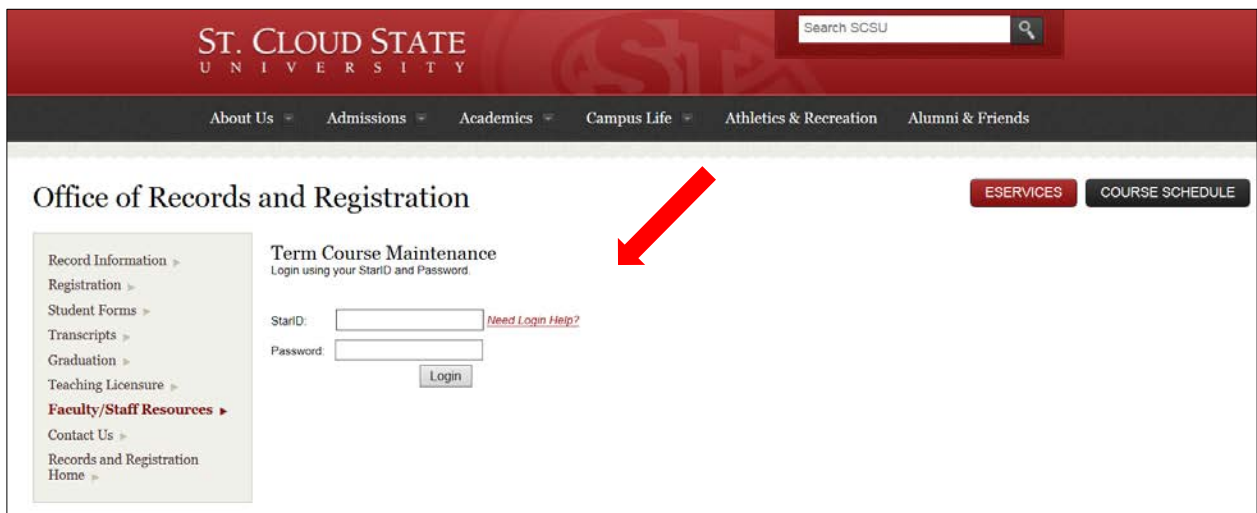


Term Course Maintenance Instructions

Modify an Existing Course by Submitting a TCM Request

1. Using your Star ID Log on to Term Course Maintenance at:

<https://www5.stcloudstate.edu/registrar/faculty/termcoursemaintenance/>



The screenshot displays the St. Cloud State University Registrar's Office website. The header features the university's name and a search bar. The navigation menu includes links for About Us, Admissions, Academics, Campus Life, Athletics & Recreation, and Alumni & Friends. The main content area is titled 'Office of Records and Registration' and includes a sidebar with various links. The 'Term Course Maintenance' link is highlighted with a red arrow. The login form for Term Course Maintenance is visible, requiring a StarID and Password, with a 'Login' button and a 'Need Login Help?' link.

ST. CLOUD STATE
UNIVERSITY

Search SCSU

About Us Admissions Academics Campus Life Athletics & Recreation Alumni & Friends

Office of Records and Registration

ESERVICES COURSE SCHEDULE

Record Information >
Registration >
Student Forms >
Transcripts >
Graduation >
Teaching Licensure >
Faculty/Staff Resources >
Contact Us >
Records and Registration
Home >

Term Course Maintenance
Login using your StarID and Password.

StarID: [Need Login Help?](#)

Password:

Login

2. Select the Term from the Drop Down List by clicking on the field

Office of Records and Registration

Course Selection ►
Change History ►
Logout ►

Term Course Maintenance

Course Selection

Term: Subject:

| COURSE | TITLE |
|----------|--|
| HURL 102 | Human Relations and Race (Diversity) |
| HURL 199 | Community Short Course |
| HURL 201 | Non-Oppressive Relationships I (Diversity) |
| HURL 206 | Understanding Oppression (Diversity) |
| HURL 299 | Independent Study |
| HURL 303 | Global Social and Environmental Justice |
| HURL 406 | Sexual Assault Advocacy Training |
| HURL 418 | Xenophobia |

Contact Us
Administrative Services 118
registrar@stcloudstate.edu
(320) 308-2111
Fax: (320) 308-2059
Registration Help:
(320) 308-2111

Office of Records and Registration

Course Selection ►
Change History ►
Logout ►

Term Course Maintenance

Course Selection

Term: Subject:

3. Select Subject. Your selection will be determined by your departmental access.

4. Click Continue.

5. From the displayed list – Select the course you would like to modify

Office of Records and Registration

Course Selection ►
Change History ►
Logout ►

Term Course Maintenance

Course Selection

Term: Subject:

| COURSE | TITLE |
|-------------|--------------------------------------|
| HURL 102 01 | Human Relations and Race (Diversity) |
| HURL 102 02 | Human Relations and Race (Diversity) |
| HURL 102 03 | Human Relations and Race (Diversity) |
| HURL 102 04 | Human Relations and Race (Diversity) |
| HURL 102 05 | Human Relations and Race (Diversity) |
| HURL 102 06 | Human Relations and Race (Diversity) |
| HURL 102 07 | Human Relations and Race (Diversity) |
| HURL 102 08 | Human Relations and Race (Diversity) |
| HURL 102 09 | Human Relations and Race (Diversity) |
| HURL 102 11 | Human Relations and Race (Diversity) |
| HURL 102 14 | Human Relations and Race (Diversity) |
| HURL 102 15 | Human Relations and Race (Diversity) |
| HURL 102 16 | Human Relations and Race (Diversity) |
| HURL 102 17 | Human Relations and Race (Diversity) |
| HURL 102 19 | Human Relations and Race (Diversity) |

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6. The screen will display the Course/Section information. Make modifications as needed.

Office of Records and Registration

ESERVICES COURSE SCHEDULE

Course Selection >
Change History >
Logout >

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Term Course Maintenance
Term: Fall Semester 2014 Course: 000092 HURL 102 01 Human Relations and Race (Diversity)

Copy Section Cancel Section

COURSE TITLE: Human Relations and Race (Diversity) (topical, special problems, seminars, workshops)

BEGIN DATE: August /25 /2014 END DATE: December /19 /2014

SESSION TYPE: Full Term (10) GENDER: WAITLIST: No

CREDITS: 3 CLASS SIZE: 30 PERMISSION REQUIRED:

INSTRUCTIONAL TYPE: Lecture (01) INSTRUCTIONAL UNIT: Regular On Campus Course (1)

MEDIA CODE: GRADING OPTION: Normal (01) (Optional for Approved Courses Only)

Meeting Time


| BEGIN DATE | BEGIN TIME | END DATE | END TIME | HOURS ARRANGED | N | M | T | W | R | F | S | BUILDING/ROOM | INSTRUCTOR |
|------------------|------------|--------------------|----------|----------------|---|---|-------------------------------------|-------------------------------------|---|---|---|-------------------------|----------------|
| August /25 /2014 | 1 :00 | December /19 /2014 | 2 :15 | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | Education Building B107 | Tademe, Tamrat |


Co-Requisite Courses

+ COURSE
No Co-Requisite Courses

Cross-Listed Courses

+ COURSE
No Cross-Listed Courses

7. To change the Instructor and/or Rooms, click on the Icon  behind the Instructor's Name.

8. To Delete and Instructor and/or Rooms click on the Icon  behind the Instructor's Name.

NOTE: More than one instructor may be added to a course. Only one room may be added to a course.

Meeting Time

| BEGIN DATE | BEGIN TIME | END DATE | END TIME | HOURS ARRANGED | N | M | T | W | R | F | S | BUILDING/ROOM | INSTRUCTOR |
|------------------|------------|--------------------|----------|----------------|---|---|-------------------------------------|-------------------------------------|---|---|---|-------------------------|----------------|
| August /25 /2014 | 1 :00 | December /19 /2014 | 2 :15 | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | Education Building B107 | Tademe, Tamrat |

Co-Requisite Courses

+ COURSE
No Co-Requisite Courses

Cross-Listed Courses

+ COURSE
No Cross-Listed Courses

9. A box will open over the other screen. Type in the Instructor's name and Click on Search. Select the Instructor. If modifying a room, a screen will appear with building and room information.

The screenshot shows the 'Office of Records and Registration' interface. A modal box titled 'Search for Faculty/Staff' is open, featuring input fields for 'Last Name' and 'First Name', and 'Search' and 'Cancel' buttons. A red arrow points to the 'Term' dropdown menu in the background, which is currently set to 'Fall Semester'. The background interface includes a sidebar with 'Course Selection', 'Change History', and 'Logout' options, and a main area with 'Term Course M' and 'Fall Semester' text. At the bottom, there are fields for 'BEGIN DATE', 'BEGIN TIME', 'END DATE', and 'END TIME', along with a 'Meeting Time' section and a 'BUILDING/ROOM' dropdown.

10. On the bottom portion of the screen, there is an option to enter a Special Message or Additional Comments to the Registrar.
11. A Special Message is added to the course and will be viewable by students. An example: "Need Pre-Requisite".
12. An Additional Comment to Registrar is used to communicate information to the Records & Registration office. An example: "Room was approved by department"
13. Click Continue when all changes are made. All changes will show in a red box. Click Modify to edit any changes. Click Submit when finished.

The screenshot shows the bottom portion of the 'Office of Records and Registration' interface. It includes sections for 'Co-Requisite Courses', 'Cross-Listed Courses', 'Special Messages', and 'Additional Messages'. The 'Special Messages' section has a 'Check Spelling' link. The 'Additional Messages' section has a 'MESSAGE' label. Below these sections is a text area labeled 'Additional comments to Registrar:'. A red circle highlights the 'Continue' button at the bottom left, with a red arrow pointing to it from the left side of the image.