Change Start/End Dates

Course shells automatically stay open 5 days after the end date of the course as scheduled in Banner. For example, if the course end date in Banner is December 14, the D2L course shell will stay open until December 19. If you want to have your course extended beyond its scheduled start or end date in D2L, please submit a Help Desk ticket to request the change. We can extend the course offering for up to nine additional days on either start or end date.

Notes:
- Due to Federal Financial Aid Guidelines, we cannot extend a course beyond 14 days. For questions on this policy please email distanceed@coloradomesa.edu
- Instructors now have the ability to update their own start date of their course shells by up to a week: Instructor Course Start Date Change Guide (PDF)

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D2L Help Request: Changing Course Start/End Dates

1. From the Colorado Mesa University website, www.coloradomesa.edu, click on Log in to MAVzone.

2. After signing in, select the IT Help Desk app to create a ticket.
3. From the Help Request page, choose your Request Type as Desire2Learn (D2L) from the dropdown menu.

4. Choose the sub-request as Change beginning or end date of a course (Instructor Only) from the dropdown menu.
5. Complete the rest of the form (make sure to fill the required fields indicated by *) and **Save** the form to submit your request.