

# Beginning of Term Processes

**Purpose:** This document suggests a sequential, step-by-step process for Beginning of Term Activities in ctcLink.

**Audience:** Student Records Staff.

## Beginning of Term Processes

### Step 1 - Review Term Session Table and Academic Calendar

- [Maintaining the Term/Session Table](#)
- [Maintaining the Academic Calendar](#)

### Step 2 - Schedule New Classes

- [Schedule New Classes](#)

### Step 3 - Copying the Prior Term

- [Copying the Prior Term](#)
- [Copy Prior Term's Schedule \(Fluid\)](#)

### Step 4 - Room Scheduling/25 Live

- [How to EXPORT an Academic Term from 25Live to CS using LYNX](#)
- [How to IMPORT an Academic Term from CS to 25Live using LYNX](#)
- [How to do a Batch Export of an Academic Term from CS to 25Live using TCS Interface](#)
- [Using the 25Live Scheduling Optimizer](#)

### Step 5 - Generate Dynamic Class Dates

**Dynamic Class Dates** must also be generated for reporting purposes. For example, if students have student attributes applied to their Student Program/Plan stack and they are enrolled in DYN classes, the dynamic class dates will need to be generated in order for those students to be counted for reporting purposes.

- [Configuring Courses to Use Dynamic Dating](#)
- [Setting Dynamic Class Date Rules](#)
- [Generate Dynamic Class Dates](#)
- [Running the Dynamic Class Date Generation Process \(Fluid\)](#)
- [Dynamic Dates and Specific Class Sections](#)
- [Identifying Classes Needing Dynamic Dates Calculation to be Run](#)

## Step 6 - Student Groups

- [Setting Up Student Groups](#)
- [Batch Assigning Student Groups](#)
- [Adding, Updating, and Viewing Student Groups](#)

## Step 7 - Running Batch Term Activation

- [Running Batch Term Activation](#)

## Step 8 - Enrollment Appointments

- [Creating and Updating the Enrollment Appointment Table](#)
- [Define Student Enrollment Blocks](#)
- [Assigning Enrollment Appointments in Batch](#)
- [Assigning and Maintaining Enrollment Appointments for Individual Students](#)
- [Defining Appointment Enrollment Limits](#)

## Step 9 - Class Permissions

- [Class Permissions - Batch Generation](#)
- [Class Permissions - Student Specific](#)
- [Class Permissions - Individual Class](#)

## Step 10 - Service Indicators

- [Setting Up Service Indicator Codes and Reasons](#)
- [Viewing and Entering Service Indicator Data \(Fluid\)](#)
- [Batch Processing Service Indicators](#)
- [Entering Service Indicator Data](#)
- [Viewing Service Indicator Information](#)
- [View Service Indicator History](#)

## Step 11 - Managing Waitlists

- [Managing Waitlists](#)

## Step 12 - Process Enrollment Cancellation - Drop for Non-Payment

- [Enrollment Cancellation - Drop for Non-Payment](#)
- [Enrollment Cancellation Population \(aka Drop for Non-Payment\)](#)

## Step 13 - Processing Term Withdrawals

- [Processing Term Withdrawals](#)