

Maintaining the Term/Session Table

Purpose: This document is a reference for maintaining the Term/Session Table in ctcLink.

Audience: Student Services Staff.

! You must have at least one of these local college-managed security roles:

- **ZD SACR Found Tbl Config Inq**
- **ZD SACR Term Config**
- **ZD SR Super User**
- **ZZ Early Alert Reviewer 2**
- **ZZ SACR Term Config**
- **ZZ Student Alert Config**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Note: Term and session dates are managed locally; reviewing them before each term is essential to ensure accuracy. The **Term/Session Table** must be correct as several processes depend on it. Further, ensure that you only work with your institution's data.

Term Session Table

Navigation: Set Up SACR > Foundation Tables > Term Setup > Term/Session Table

1. The default option is **Find an Existing Value**.
2. Enter or look up the **Academic Institution** by selecting the looking glass.
3. Enter or look up **Academic Career**.
4. Select **Search** to view existing values.
5. Add another term by clicking the **Add a New Value** tab.
6. Enter or look up the **Academic Institution** by selecting the looking glass.
7. Enter or look up **Academic Career**.
8. Enter or look up the **Term**.
9. Select the **Add** button.

Term Table Tab

1. **Term Category:** The options available are **Regular Term** and **Summer Term**.
 - **Regular Term (R)**, to be used for Fall, Winter, and Spring terms
 - **Summer Term (S)**, to be used for Summer terms from 2245 onwards
2. On the **Term/Session Table** page, select the **Term Table** tab.
3. Enter the overall **Term Begin Date** and **Ending Date**.
4. Enter the **Academic Year**. The Academic Year field **must equal the calendar year** during which the term takes place (for example, summer 2024 and fall 2024 will have "2024" in the Academic Year field). A calendar year is a one-year period that begins on January 1 and ends on December 31, based on the commonly used Gregorian calendar. It is important to note that this may differ from your institution's internal definition of an "academic year" or financial aid year. The information entered in this field is used for student records only. **If you enter the wrong year, it can impact the transcript data file sent to other colleges and SBCTC reporting.**
5. **The Holiday Schedule** is set in the HCM pillar. Accept the default value **AHCCS**.
6. The **Default Session Code** is optional. This session automatically populates in every class scheduled for the term if entered.
7. **Weeks of Instruction** is a required value but not used in Faculty Work Load (FWL) or FTE calculation. This field is used in FA Term build, and we recommend entering a value of 12 for every term.
8. In **Transcript Date Print**, accept the default value **Print Term Dates**.
9. **Sixty Percent Point in Time** is a required value used in FA processes.
10. **Use Dynamic Class Dates** is optional. If entered, each session built on the **Session Table** tab will default to dynamic dated.
 - UGRD: leave unchecked
 - CNED: check
11. **Max Program Effdt for Term** is the last date a student can be active in that career.
 - UGRD: first date of the term
 - CNED: last date of the term

Display in Self Service

1. **Enrollment & Shopping Cart** enables students to access the enrollment component and add classes to their shopping cart for that term via the Student Center. This date determines how long a student can view the schedule for their final exams.
 - a. **Colleges control availability.** Students have always actively gone "shopping" for class availability across our system. You may consider the intersection between future term class schedules and your Shopping Cart availability. Control Shopping Cart availability dates in the Display in Self-Service section of your Term/Session Table. **This field does not open enrollment.** It only allows a student to add classes to their Shopping Cart.
 - b. **You can use Shopping Carts to inform future class scheduling.** Monitor the **QCS_SR_STDNT_SHOPPING_CART** query. It could provide insight into what classes are in

high demand. Go to the Student Services Center to see what is in an individual student's cart.

- c. The **Shopping Cart Purge** process removes student shopping cart data and should be run after students can no longer enroll in classes for the term. The [Shopping Cart Purge process](#) cannot be undone! PLEASE check, double-check, and triple-check your term selection before running.
2. **Student Planner** enables students to plan out courses for the term. The Schedule Planner dates are controlled by the display in the self-service section of the Term/Session Table. The Student Planner gives the student access to all the courses needed to complete their program--ideal for long-term planning.
3. **What-If Report Advisor** enables advisors to run What-If reports for the term's requirements.
4. **What-If Report Prematriculated Student** enables What-If reports to be run for prematriculated students for this term's requirements.
5. **What-If Report Student** enables students to run What-If reports for the term's requirements.
6. Select the **Session Table** tab.

Student Homepage
Term/Session Table

Term Table
Session Table
Session Time Periods
Integration Dating

Academic Institution WA220 Tacoma CC
Academic Career UGRD Undergraduate
Term 2241 WINTER 2024

*Description WINTER 2024
Short Description 2024 WINTN
*Term Category Regular Term
*Term Begin Date 01/03/2024 *Ending Date 03/22/2024
*Academic Year 2024
*Holiday Schedule AHCCS Academic Holiday Calendar - CS
Default Session Code
*Weeks of Instruction 12
*Transcript Date Print Print Term Dates
*Sixty Percent Point in Time 02/20/2024
Use Dynamic Class Dates
*Max Program Effdt for Term 01/03/2024

Display in Self-Service

	Begin Date	End Date
*Enrollment & Shopping Cart	09/25/2023	03/22/2024
*Student Planner	11/04/2019	03/22/2024
*What-If Report - Advisor	01/03/2024	03/23/2029
*What-If Report - Prematriculated Student	01/01/1901	01/01/1901
*What-If Report - Student	01/03/2024	03/23/2029

Save
Return to Search
Notify

Term Table | Session Table | Session Time Periods | Integration Dating

Session Table Tab



Note: Sessions subdivide a term into multiple time periods to offer classes. The Session Table allows you to define distinct dates for these various sessions. Dates must be set for each Academic Career:

1. **UGRD:** 1-Regular, DYN-Dynamic, and OEE-Open Entry/Exit
2. **CNED:** DYN-Dynamic and OEE-Open Entry/Exit.

1. Use the **Session Table** tab to complete the **Session Table**.
2. Select the applicable **Session** value. Select the **[+]** button to add additional sessions. In our system, there are three globally-defined sessions: 1 (Regular), DYN (Dynamic), and OEE (Open Entry, Open Exit). To build classes in any of these, you must have the setup in your Term/Session Calendar. **At this time, our system is using just those three sessions.** Additional sessions would require more than adding a row; doing so would involve configuration, decision points, and governance reviews.
3. The **Enrollment Control Session** is set at the Academic Program level; leave the field blank.
4. In **the Holiday Schedule**, accept the default value **AHCCS**.
5. Check the **Dynamic Class Date** box for the **DYN** and **OEE** sessions.
6. Enter the session's **Begin Date**.
7. Enter the session's **End Date**.
8. In **First Date to Enroll**, enter the date students have an appointment, and staff can perform enrollment transactions for this session.
9. In **the Last Date to Enroll** field, enter the last date staff can perform enrollment transactions for this session without overriding the enrollment action date. **This date must be on or after the end date of the last enrollment appointment within the session.** (The ability of students to enroll themselves in classes through the Student Homepage is controlled by the End of Add and Enroll w/ Permissions time periods, found on the Session Time Periods tab.)
10. In **Open Enrollment**, enter the first date for all term active students, with or without an appointment, and staff can perform enrollment transactions for this session. If your college does not offer open enrollment, enter the last date to enroll.
11. **Last Date for Wait List** is entered for the 1-Regular session only. Enter the last date a student can be added to a waitlist.
12. **Weeks of Instruction** carries over from the Term Table. Change as necessary.
13. **Census Date** is entered for the 1-Regular session only and must adhere to [SBCTC census date policy](#).
 - 10+ instructional weeks: 10th instructional day
 - 9 instructional weeks: 9th instructional day
 - 8 instructional weeks: 8th instructional day
14. **Sixty Percent Point in Time** is a required value used in Financial Aid processes.

15. **Facility Assignment Run Date** can be used in 25Live room assignment, which automatically populates to the first date of the term. Change if necessary.

Example of **Regular** session required dates.

Student Homepage

Term/Session Table

Term Table

Session Table

Session Time Periods

Integration Dating

Academic Institution WA220 Tacoma CC

Academic Career UGRD Undergraduate

Term 2241 WINTER 2024

Session Details

Find | View All

First 1 of 3 Last

*Session 1

Regular Academic Session

Enrollment Control Session

Academic Holiday Calendar - CS

*Holiday Schedule AHCCS

Use Dynamic Class Dates

*Begin Date 01/03/2024

*End Date 03/22/2024

First Date to Enroll 10/19/2023

Last Date to Enroll 01/17/2024

*Open Enrollment Date 11/14/2023

Last Date for Wait List 01/04/2024

Weeks of Instruction 12

Census Date 01/17/2024

Sixty Percent Point in Time 02/20/2024

Facility Assignment Run Date 01/03/2024

Save

Return to Search

Notify

Add

Update/Display

Term Table

Session Table

Session Time Periods

Integration Dating

Example of **DYN** and **OEE** session required dates.

