

Maintaining the Academic Calendar

Purpose: This document is a reference for maintaining the Academic Calendar in ctcLink.

Audience: Instruction and 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 SACR Term Config**

You must also set these **SACR Security** permissions:

- [**CS 9.2 SACR Security: Basic Requirements for Staff**](#)

Please contact your local college supervisor or IT Admin to request role access if you need assistance with the above security roles or SACR Security permissions.

 Term/Session Table dates must be established before maintaining the Academic Calendar. Refer to the [**Maintaining the Term/Session Table**](#) QRG. Complete these steps for both Academic Careers each term.

1. Get into the habit of setting your **UGRD** and **CNED** Academic Calendars in tandem!
2. Ensure all tabs have dates defined for all sessions for which your institution will offer classes. For the DYN and OEE sessions, the [**DYN and OEE Rules**](#) set up by your institution will calculate the actual drop dates. When you have rules configured, the Academic Calendar dates are only information. However, they are necessary for the system to function correctly because it needs a default value if there is no rule. Takeaway? Yes. Populate the dates and reasons in **Session Calendar1** and **Session Calendar2**.
3. Carefully double-check all the dates on the **Term/Session Table** and the **Academic Calendar**. Many processes refer back to the Term/Session Table and rely on the Academic Calendar, so the data must be correct. These are called foundation tables for a reason! One wrong date can have a cascade of unfortunate effects that are difficult to correct. Triple-check those areas that cause frequent tickets:

- a. **Self-Service dates** (i.e., when enrollment, shopping cart, planners, and WIFs are available) and Enrollment Time Periods (when adding and dropping can occur) on the Term/Session Table.
- b. Also, on the Term/Session Table, make sure that the **Academic Year field** lists the year the term takes place (so, Summer 2021 and Fall 2021 will have "2021" in the Academic Year field). This may not equal the institution's internal definition of an "academic year" or your institution's FA year.
- c. **Enrollment landmark dates** (confer date, census date, fully graded date) on the Academic Calendar.

Academic Calendar

Navigation: Set Up SACR > Foundation Tables > Term Setup > Academic Calendar

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.

Term Calendar 1 Tab

1. The **Term Calendar 1** tab displays.
2. A code represents this academic calendar. If you have multiple academic careers that use the same academic calendar, set up the academic calendar for each, entering the same academic calendar code for each academic career.
3. Select the **Term Calendar 2** tab.

Term Calendar 2 Tab

1. The **Term Calendar 2** tab displays.
2. Term Calendar 2 dates are informational only but are required to perform Term Cancellation & Withdrawal. Use the **Add a New Row [+]** icon to add a new term. Use the **[>]** button to find an existing term.
 - a. **Term:** Select the applicable value. *Note - terms must be established in the Term/Session Table before selection on this page.
 - b. **Cancel:**
 - I. **Deadline:** Enter the last date on which student enrollment can be canceled from the term in the enrollment cancellation process (drop for non payment)
 - II. **Reason:** Select the applicable cancel reason

c. **Withdraw without Penalty:**

- I. **Deadline:** Enter the last date on which students can withdraw from the term without receiving a "W" penalty grade
- II. **Reason:** Select Student Drop Request

d. **Withdraw with Penalty:**

- I. **Deadline:** Enter the last date on which students can withdraw from the term with a "W" penalty grade
- II. **Grd Basis:** Select GRD
- III. **Grade:** W

3. Select the **Term Calendar 3** tab.

Academic Calendar

Term Calendar 1 | Term Calendar 2 | Term Calendar 3 | Term Calendar 4 | Session Calendar 1 | Session Calendar 2

Academic Institution WA220 Tacoma CC
Academic Career UGRD Undergraduate

Calendar Information Find | View All First 1 of 1 Last

Academic Calendar AQTR Academic Quarter Calendar

Term Details Find | View 100 First 1 of 302 Last

*Term 2253 SPRING 2025

Cancel

Deadline 04/10/2025 Reason Drop for Nonpayment

Withdraw without Penalty

Deadline 04/11/2025 Reason Student Drop Request

Withdraw with Penalty

Deadline 05/29/2025 Grd Basis GRD Grade W

Save Return to Search Previous in List Next in List Notify

Term Calendar 1 | Term Calendar 2 | Term Calendar 3 | Term Calendar 4 | Session Calendar 1 | Session Calendar 2

Term Calendar 3 Tab

i Term control dates established on the [Academic Calendar](#) (Term Calendar 3 tab) are carried down to a student's term record when the **term is activated**. Suppose you change one of the following dates on the Academic Calendar:

- Fully Enrolled Date
- Show Enrollment on Transcript Date
- Show Statistics on Transcript Date
- Fully Graded Date

A student's term record is "locked" to the original date(s) before the change. You must refresh the term control dates to update the student's term record **with the new date(s)**. Follow the steps in the QRG [Refresh Term Control Dates](#).

1. The **Term Calendar 3** tab displays.
2. Term Calendar 3 establishes important landmark dates related to reporting, enrollment, graduation, transcripts, and FA processing.
 - a. **Confer Date:** The official award date posted on students' transcripts for completions conferred that term. The date is not needed in CNED unless the institution awards completions in that career.
 - b. **Census Date:** Must adhere to SBCTC census date policy.
 - i. 10+ instructional weeks: 10th instructional day
 - ii. 9 instructional weeks: 9th instructional day
 - iii. 8 instructional weeks: 8th instructional day
 - c. **Fully Enrolled Date:** Students are considered fully enrolled in a given term. As of this date, the coursework appears on student transcripts if using the Obey Enrollment on Transcript Date check box on the Enrollment/Statistics page of the Transcript Type component.
 - d. **Show Enrollment on Transcript:** Date on which in-progress enrollment for the term begins to appear on transcripts for active students in the specified term for the specified academic career. When you define transcript types, you can indicate on the Transcript Type – Basic Data page whether the transcript processes should obey this date and display in-progress enrollment information.
 - We recommend that the **Show Enrollment on Transcript** date matches the **Fully Enrolled** and **Census dates**.
 - e. **Show Statistics on Transcript:** The date students' academic statistics appear on a transcript for the specific term and career.
 - This value will default to the **Show Enrollment on the Transcript** date.
 - f. **Fully Graded Date:** Students are considered thoroughly graded for the term, and grades will appear on their transcript. They are used in FA SAP and grade lapse processing.
3. Select the **Term Calendar 4** tab.

Academic Calendar

Term Calendar 1

Term Calendar 2

Term Calendar 3

Term Calendar 4

Session Calendar1

Session Calendar2

Academic Institution

WA220

Tacoma CC

Academic Career

UGRD

Undergraduate

Find | View All

First

1 of 1

Last

Academic Calendar

AQTR

Academic Quarter Calendar

Find | View 100

First

1 of 302

Last

Term

2253

SPRING 2025

Confer Date

06/13/2025

Census Date

04/11/2025

*Fully Enrolled Date

04/11/2025

*Show Enrollment on Transcript

04/11/2025

*Show Statistics on Transcript

04/11/2025

*Fully Graded Date

06/17/2025

Student Attribute Value for Cohort

Save

Return to Search

Previous in List

Next in List

Notify

Term Calendar 1

Term Calendar 2

Term Calendar 3

Term Calendar 4

Session Calendar1

Session Calendar2

Term Calendar 4 Tab

- The **Term Calendar 4** tab displays.
- Dates entered on this page define the terms a student can apply for graduation online and are optional. For more information, refer to the QRG [Using Graduation Processing to Update Checkout Status](#). Leave these fields blank if your college will not use an online graduation application.
 - Range Start Date:** First date students can apply to graduate for that term.
 - Range End Date:** The last date students can apply to graduate for that term.
 - The **Allow Self-Service Update Until** option allows students to edit the application in this field before the date. Unfortunately, this feature is not available at the moment.
 - Graduation Instructions:** Free-form text, nearly unlimited character count. Instructions will only appear in the Student Center if range dates are set.
- Select the **Session Calendar1** tab.

The screenshot shows the 'Academic Calendar' interface. At the top, there are tabs for 'Term Calendar 1', 'Term Calendar 2', 'Term Calendar 3', 'Term Calendar 4', and 'Session Calendar1'. Below the tabs, the 'Academic Institution' is set to 'WA220 Tacoma CC' and the 'Academic Career' is 'UGRD Undergraduate'. The 'Calendar Information' section shows 'Academic Calendar AQTR Academic Quarter Calendar' with 'Find | View All' and 'First 1 of 1 Last' buttons. The 'Term Details' section shows 'Term 2253 SPRING 2025' with 'Find | View 100' and 'First 1 of 302 Last' buttons. The 'Graduation Application Dates' section has 'Range Start Date' set to '09/23/2024' and 'Range End Date' set to '06/13/2025'. The 'Fluid Option' section has 'Allow Self-Service Update Until' set to an empty date field. The 'Graduation Instructions' section contains text about graduation application details and a list of requirements: 'Total credit requirement', 'GPA requirements', 'Residency requirements', 'All degree and/or certificate requirements', and 'Any applicable course substitutions, exceptions, and/or waivers'. A note states: 'NOTE: If your program plans and/or certificates are not listed for selection, please reach out to your advisor to submit a program plan form.' At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Session Calendar1 Tab

1. The **Session Calendar1** tab displays.
2. Session Calendar 1 deadline dates are required to perform Term or Session Cancellation & Withdrawal. The enrollment engine uses Session Calendar 1 dates to enforce drop and withdrawal deadlines when students and staff drop classes. Include a row and enter dates for each session within a Career. Sessions with dynamic date rules have calculated dates. Visit the QRG [Generate Dynamic Class Dates](#).
 - **UGRD: 1-Regular, DYN-Dynamic, and OEE-Open Entry/Open Exit**
 - **CNED: DYN-Dynamic**
3. Use the second level [**>**] button to navigate between sessions.
4. **Session:** Select the applicable value. Use the **Add a New Row [+]** icon to add a new row for the DYN and OEE sessions. **Note:** Sessions must be established in the Term/Session Table before selection on this page.
5. **Cancel:**
 - i. **Deadline:** Enter the last date students can be canceled from a session.
 - ii. **Reason:** Select the applicable cancel reason.
6. **Withdraw without Penalty:**
 - i. **Deadline:** Enter the last date students can withdraw from a session without receiving a "W" penalty grade.
 - ii. **Reason:** Select Student Drop Request.
7. **Withdraw with Penalty:**

- i. **Deadline:** Enter the last date students can withdraw from a session with a “W” penalty grade.
- ii. **Grd Basis:** Select GRD.
- iii. **Grade:** W

8. Select the **Session Calendar2** tab.

The screenshot shows the 'Academic Calendar' application. At the top, there are tabs for 'Term Calendar 1' through 'Term Calendar 4' and 'Session Calendar1'. Below the tabs, it displays 'Academic Institution WA220 Tacoma CC' and 'Academic Career UGRD Undergraduate'. The 'Calendar Information' section shows 'Find | View All' and 'First 1 of 1 Last'. The 'Term Details' section shows 'Find | View 100' and 'First 1 of 302 Last'. The 'Session Details' section shows 'Find | View All' and 'First 1 of 2 Last'. A search bar for '*Session' is present. Below the search bar, there are four rows of session details, each with a 'Deadline' field, a 'Reason' dropdown, and 'Grd Basis' and 'Grade' fields. A red box highlights the 'Withdraw with Penalty' and 'Withdraw with Greater Penalty' rows. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Session Calendar2 Tab

1. The **Session Calendar2** tab displays.
2. The enrollment engine uses Session Calendar2 dates to enforce drop and withdrawal deadlines when students and staff drop classes. Include a row and enter dates for each session within a Career. Sessions with dynamic date rules have calculated dates. Visit the QRG [Generate Dynamic Class Dates](#).
 - **UGRD: 1-Regular and DYN-Dynamic, OEE-Open Entry/Open Exit.**
 - **CNED: DYN-Dynamic.**
3. Use the second level [**>**] button to navigate between sessions.
4. **Fully Enrolled Date:** Enter the date students are considered fully enrolled for the session.
5. **Drop (Delete Record):** **DO NOT ENTER A DATE IN THIS FIELD.**
6. **Drop (Retain Record):**
 - a. **Deadline:** Enter the last date students can drop a class without receiving a “W” penalty grade.
 - b. **Reason:** Select **Student Drop Request**.
7. **Drop with Penalty:**

- a. **Deadline:** Enter the last date students can withdraw from a class with a “W” penalty grade.
 - b. **Grd Basis:** Select **GRD**.
 - c. **Grade:** **W**.
8. Select the **Save** button.
 9. Process complete.

Academic Calendar

Term Calendar 2
Term Calendar 3
Term Calendar 4
Session Calendar1
Session Calendar2

Academic Institution WA220 Tacoma CC
 Academic Career UGRD Undergraduate

Find | View All First ◀ 1 of 1 ▶ Last

Academic Calendar AQTR Academic Quarter Calendar
 Find | View 100 First ◀ 1 of 302 ▶ Last

Term 2253 2025 SPRNG
 Find | View All First ◀ 1 of 2 ▶ Last

Session 1 Regular
~~Drop (Delete Record)~~
~~Deadline~~

*Fully Enrolled Date 04/11/2025

Drop (Retain Record)
 Deadline 04/11/2025 Reason Student Drop Request

Drop with Penalty
 Deadline 05/29/2025 Grd Basis GRD Grade W

Drop with Greater Penalty
 Deadline Grd Basis Grade

Save
Return to Search
Previous in List
Next in List
Notify

Term Calendar 1 | Term Calendar 2 | Term Calendar 3 | Term Calendar 4 | Session Calendar1 | Session Calendar2

 Refund impact is determined based on refund dates and periods defined in [Student Financials](#).