

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.

i 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.

The screenshot shows the 'Academic Calendar' interface. At the top, there are tabs for 'Term Calendar 1' through '4' and 'Session Calendar 1' and '2'. The 'Term Calendar 3' tab is selected. Below the tabs, the user's institution is identified as 'WA220 Tacoma CC' and 'UGRD Undergraduate'. The main content area is titled 'Calendar Information' and shows 'Academic Calendar AQTR Academic Quarter Calendar'. A 'Term Details' section is highlighted with a red box, containing three rows of options: 'Cancel', 'Withdraw without Penalty', and 'Withdraw with Penalty'. Each row has a 'Deadline' field with a calendar icon, a 'Reason' dropdown menu, and the 'Withdraw with Penalty' row also includes 'Grd Basis' and 'Grade' fields. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

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.

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

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 Calendar 1 | Session Calendar 2

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 Calendar 1** tab.

Session Calendar1 Tab

- The **Session Calendar1** tab displays.
- 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**
- Use the second level [**>**] button to navigate between sessions.
- 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.
- Cancel:**
 - Deadline:** Enter the last date students can be canceled from a session.
 - Reason:** Select the applicable cancel reason.
- Withdraw without Penalty:**
 - Deadline:** Enter the last date students can withdraw from a session without receiving a "W" penalty grade.
 - Reason:** Select Student Drop Request.
- 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' interface. At the top, there are tabs for 'Term Calendar 1' through 'Session Calendar1'. Below this, the institution is identified as 'WA220 Tacoma CC' and 'UGRD Undergraduate'. The main content area is titled 'Calendar Information' and shows 'Academic Calendar AQTR Academic Quarter Calendar'. Under 'Term Details', it shows 'Term 2253 SPRING 2025'. The 'Session Details' section shows '*Session 1 Regular Academic Session'. A red box highlights a table of session options:

| 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 |
| Withdraw with Greater Penalty | | | |
| Deadline | | Grd Basis | |
| | | Grade | |

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The footer shows navigation links for 'Term Calendar 1' through 'Session Calendar2'.

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
*Fully Enrolled Date 04/11/2025

~~Drop (Delete Record)~~
Deadline []

Drop (Retain Record)
Reason Student Drop Request

Deadline 04/11/2025
Grd Basis GRD
Grade W

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

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

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