

OAAP Terms Setup


Purpose: This document references configuring the Terms Setup in the OAAP.

Audience: Online Admissions staff.

Important!

Colleges charging application fees in OAAP must coordinate with their Student Financials staff to update the Application Fees configuration in ctcLink. For each term you set up to display in OAAP, an Application Fee must also be set up in ctcLink. If this Application Fee setup is missing in ctcLink for a term a student applies to in OAAP, the application will fail to submit. See QRG [Managing Admissions Application Fees Configuration](#).

Create Terms

-  The terms are fetched from the [Term/Session Table](#) in PeopleSoft before being displayed in the list on the OAAP.
- Following an overnight process, new terms added to the Term/Session Table are available on the OAAP Term Setup page.
- If you would like to add a new term to the existing rows in OAAP Term Setup **without deleting the current term**, you will want to add new terms instead of editing an existing row. This will **append** the new term(s) to the existing row.

- Access the Online Admissions Application Portal.
- The admin user can log in using the LDAP username and password.
- Enter the **Username** and **Password**.
- Select the **Sign In** button.
- The OAAP **Dashboard** displays for the Admin.
- Select the **Institution Setup** drop-down menu.
- Select the **Terms Setup** from the sub-menu.
- The **Terms Setup** page is displayed to the right. View the [OAAP Template Mapping for Term Setup](#) section. If you've built out your term session table, the OAAP can pull up to two years
- Create Terms Setup** by completing these required fields:
 - Academic Institution

- Types
- Programs
- Terms (Multiple Terms can be selected)

10. Select the **Add** button.
11. A **Terms Setup Saved Successfully** message displays.
12. Select **OK** to return to the main page.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto


View the external link to [Create Terms](#). This link will open in a new tab/window.

OAAP Template Mapping for Term Setup

Admit Type		Academic Program		OAAP Template
First Year	+	Academic	=	General Admissions
First Year	+	<u>Baccalaureate</u>	=	General Admissions
First Year	+	Non-Award Seeking	=	General Admissions
First Year	+	Professional Technical	=	General Admissions
First Year	+	Transitional Studies	=	BEdA/ Transitional Studies
Reapplying	+	Academic	=	General

Admit Type		Academic Program		OAAP Template
				Admissions
Reapplying	+	<u>Baccalaureate</u>	=	General Admissions
Reapplying	+	Non-Award Seeking	=	General Admissions
Reapplying	+	Professional Technical	=	General Admissions
Reapplying	+	Transitional Studies	=	BEdA/ Transitional Studies
Running Start	+	Academic	=	Running Start
Running Start	+	<u>Baccalaureate</u>	=	Running Start
Running Start	+	Non-Award Seeking	=	Running Start
Running Start	+	Professional Technical	=	Running Start
Running Start	+	Transitional Studies	=	Running Start
Transfer	+	Academic	=	General Admissions
Transfer	+	<u>Baccalaureate</u>	=	General Admissions
Transfer	+	Non-Award Seeking	=	General Admissions
Transfer	+	Professional Technical	=	General Admissions
Transfer	+	Transitional Studies	=	BEdA/ Transitional Studies

Existing Terms

 Terms will only appear in the Terms Setup menu until the first date of the term configured on the [Term/ Session Table](#). **Changes made after the beginning of a term will result in prior and in-progress terms being removed from the Terms Setup table.** To intentionally remove a prior or in-progress term, select the pencil icon in the Action column and then select the Submit button without changing.

1. The **Terms Setup** page displays.
2. Select the pencil icon in the Action column to remove **future terms** without deleting other terms.
3. Uncheck the term you want to remove from the Academic Terms drop-down menu, then click out of the box.
4. Select the trashcan icon in the Action column to delete all the terms on a row.
5. A warning message displays.
6. Select **Yes** or **Cancel** to perform the applicable action and return to the main page.
7. Select the pencil icon in the Action column to delete a current or previous term(s). **Changes made after the beginning of a term will result in the term in progress being removed from the table.** If you would like to add a new term to the existing rows in OAAP Term Setup **without deleting the current term**, you will want to add new terms instead of editing an existing row. This will **append** the new term(s) to the existing row.
8. Select the **Submit** button.
9. Verify the deletion of past terms. There is still a display of current and future terms.
10. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Existing Terms](#). This link will open in a new tab/window.