

# 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.

The screenshot shows the 'Term/Session Table' configuration page. At the top, there are tabs for 'Term Table', 'Session Table', 'Session Time Periods', and 'Integration Dating'. The 'Term Table' tab is selected. The page displays the following information:

- Academic Institution: WA220 Tacoma CC
- Academic Career: UGRD Undergraduate
- Term: 2241 WINTER 2024
- \*Description: WINTER 2024
- Short Description: 2024 WINTR
- \*Term Category: Regular Term
- \*Term Begin Date: 01/03/2024
- \*Ending Date: 03/22/2024
- \*Academic Year: 2024
- \*Holiday Schedule: AHCCS
- Default Session Code: [Search]
- \*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

The 'Display in Self-Service' table is highlighted with a red box:

	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

At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. The footer shows '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		
*Holiday Schedule	AHCCS	Academic Holiday Calendar - CS
Use Dynamic Class Dates	<input type="checkbox"/>	
*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.

← 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 2 of 3 Last

\*Session

Enrollment Control Session

\*Holiday Schedule   Academic Holiday Calendar - CS

Use Dynamic Class Dates

\*Begin Date

\*End Date

First Date to Enroll

Last Date to Enroll

\*Open Enrollment Date

Last Date for Wait List

Weeks of Instruction

Census Date

Sixty Percent Point in Time

Facility Assignment Run Date

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

## Session Time Periods Tab

1. Select the **Session Time Periods** tab.
2. Session Time Periods connect with enrollment security to enforce institutional deadlines for self-service enrollment transactions. **Enter values for both Academic Careers and all sessions.** Use the [**>**] button to navigate between sessions.
3. **Time Periods:** Enter each of the following. Use the [**+**] to add a row for each period.
  - **135** End of Add: Last date on which students can add classes via Student Center. **Note:** DYN and OEE sessions can be set to later in the term or the end of the term if the college would like students the option of self-enrolling in late start and open entry classes. Dynamic rules will further define the last date to enroll in an individual DYN class.
  - **138** Enroll with Permission: Last date a student can add classes with a permission number via Student Center. **Note:** Dynamic Dated classes are not impacted by 138.
  - **145** End of Drop: Last date on which students can drop classes via Student Center.
  - **300** End of Term: Last date of the term.
4. **End Date:** Enter the deadline date for each time period.

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

Find | View All First 1 of 3 Last

Session 1 Regular Academic Session

**Session Time Periods** Find First 1-4 of 4 Last

*Time Period		*End Date	
135	End of Add	01/04/2024	+ -
138	Enroll w/ Permissions	01/17/2024	+ -
145	End of Drop	03/02/2024	+ -
300	End of Term	03/22/2024	+ -

Save | Return to Search | Notify | Add | Update/Display

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

5. When all tabs are complete, select **Save**. The **Integration Dating** tab does not require dates.
6. Process complete.

**!** Ensure that the **Academic Calendar** dates have been entered after completing the Term/Session Table. For more information, refer to [Maintaining the Academic Calendar QRG](#).