Setting up and Using Term And Academic Calendar Dates
CSU - Channel Islands

Document Information	
Title	Updating Applicant Records
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REVISION CONTROL

Date	By	Action	Pages

Setting Up Term Values
Use the Term Values Table page to define the term values and their descriptions. You use these term values for all academic institutions and careers throughout PeopleSoft Student Administration, regardless of the structure of the terms you define.

Design Student Administration, Design Academic Structure, Setup, Term Values Table

Term Values Table

| | | | Find | View All | First ◀ 1-9 of 12 ▶ Last |

*Term	*Description	*Short Desc	Next Class Nbr	
9999	End Term - Srvc Indicator Use	End Term	1001	➕ ➖
2055	Summer 2005	Sum 2005	1001	➕ ➖
2052	Spring 2005	Spr 2005	1001	➕ ➖
2048	Fall 2004	Fall 2004	1001	➕ ➖
2045	Summer 2004	Sum 2004	1001	➕ ➖
2042	Spring 2004	Spr 2004	1001	➕ ➖
2038	Fall 2003	Fall 2003	1392	➕ ➖
2035	Summer 2003	Sum 2003	1001	➕ ➖
2032	Spring 2003	Spr 2003	1201	➕ ➖

Term	Enter the numeric code to uniquely identify the term. You must define terms in sequential order so that you can correctly sort, report, and analyze term data. For example, the system prints transcripts, accumulates statistics, and evaluates degree progress by the sequence of terms. In addition, we recommend that you assign term values in increments of two or three to allow for the insertion of additional terms at a later time, such as intersession or summer terms.
Next Class Nbr (next class number)	Enter the class number from which you want the class scheduling processes to begin assigning class numbers. When you schedule a new class through either the manual or term roll process, the process references this field for the term in which you are creating the class and assigns the class the next number. For example, if you have set this field to 1000 for term 420, when you schedule a new class for term 420, the class scheduling process assigns the class the number 1001 and updates the field value on this page to 1001. Thus, the next new class that you schedule for term 420 is number 1002, and so on. Use large number increments between subsequent terms to avoid having students mistakenly use a class number from the previous term to enroll in a class for the current term.

Setting Up Term Values

Use the Time Period Table page to define the time periods, or critical points in time, that are valid for each academic career within a setID.

Design Student Administration, Define Student Administration, Setup, Time Period Table

Manage Student Records, Establish Courses, Setup, Time Period Table

Home > Manage Student Records > Establish Courses > Setup > Time Period Table

Time Period Table

SetID: CICMP

Academic Career: UGRD   Undergraduate

First ◄ 1-6 of 6 ► Last

*Time Period	*Description	*Short Description		
000 🔍	No Access Granted	No Access	+	−
100 🔍	End of Pre-Registration	Pre-Rgstrn	+	−
120 🔍	End of Second Week	End 2nd Wk	+	−
140 🔍	End of Drop/Add	End Drp/Ad	+	−
300 🔍	End of Term	End Term	+	−
999 🔍	Forever	Forever	+	−

Setting Up Term Table
Use the Term Table page to link terms to academic careers and to define these terms. Different academic careers within an institution can have different term structures.

Design Student Administration, Design Academic Structure, Setup, Term/Session Table, Term Table

Home > Design Student Administration > Design Academic Structure > Setup > **Term/Session Table**

| Term Table | Session Table | Session Time Periods | Appointment Limits Table | Appointment Table |

Academic Institution: CICMP   Channel Islands

Academic Career: UGRD   Undergraduate

Term: 2038   Fall 2003

'Description:	Fall 2003
Short Description:	Fall 2003
'Term Category:	Regular Term ▾
'Term Begin Date:	08/25/2003 📅 'Ending Date: 12/19/2003 📅
'Academic Year:	2003
'Holiday Schedule:	HOL 🔍 Holiday Schedule
Default Session Code:	🔍
'Weeks of Instruction:	15
'Transcript Date Print:	Do Not Print Any Dates ▾
'Sixty Percent Point in Time:	10/29/2003 📅
Use Dynamic Class Dates:	☐
Show in Self-Service:	☑

[💾 Save] [🔍 Return to Search] [↓≣ Next in List] [↑≣ Previous in List]   [🖼+Add] [Update/Display]

Term Category	Select the category that best describes the term. Term category values are delivered with your system as translate values. You can modify these values.
Term Begin Date	Enter the first official date of the term. The system uses the term begin date as the effective date of the term. The term begin and end dates are important because they help to determine, for example, the courses that are available for the term, the status of a student's academic program and academic plan, and so on. These dates are referenced throughout your system.
Ending Date	Enter the last official date of the term.
Holiday Schedule	Select the holiday schedule for the term. Define holiday schedule values on the Holiday Schedule Table page in PeopleSoft Human Resources.
Default Session Code	Select the default session code. This value is used throughout the system to supply the session code associated with the term, although the value can be overridden. The default serves as a data entry aid.
Weeks of Instruction	Enter the standard number of weeks of instruction for classes offered in this term. PeopleSoft Student Record's Instructor Workload feature uses this value when calculating faculty workload. PeopleSoft Financial Aid uses this value when building terms and projections.
Academic Year	Enter the academic year to which this term belongs. For example, 2004 indicates that the term belongs to the 2004—2005 academic year. You must associate each term with an

academic year for reporting and financial aid accumulation purposes. However, you can change the financial aid academic year for individual students.

Defining Sessions

Use the Session Table page to define the sessions of a term, including the significant dates within the session. Sessions subdivide a term into multiple time periods in which to offer classes.

Design Student Administration, Design Academic Structure, Setup, Term/Session Table, Session Table

Home > Design Student Administration > Design Academic Structure > Setup > **Term/Session Table**

| Term Table | Session Table | Session Time Periods | Appointment Limits Table | Appointment Table |

Academic Institution: CICMP   Channel Islands
Academic Career: UGRD   Undergraduate
Term: 2038   Fall 2003

Find | View All   First ◄ 1 of 1 ► Last

'Session:	1	Regular Academic Session	+ -
Enrollment Control Session:			
Appointment Control Session:			
'Holiday Schedule:	HOL	Holiday Schedule	
Use Dynamic Class Dates:	☐		
'Begin Date:	08/25/2003	'End Date:	12/19/2003
First Date to Enroll:	07/07/2003	Last Date to Enroll:	09/05/2003
'Open Enrollment Date:	07/19/2003	Last Date for Wait List:	09/05/2003
Weeks of Instruction:	15	Census Date:	09/19/2003
Sixty Percent Point in Time:	10/29/2003	Facility Assignment Run Date:	08/25/2003

Important! Once your academic institution's open enrollment period begins, the system holds the student to the enrollment limits for the session rather than enrollment limits for the appointment. The enrollment limit for a session is defined on the Academic Program Table page; the appointment limit is defined on the Appointment Limits Table page in the Term/Session Table component.

Begin Date	Enter the default begin date for classes offered in the session. When you define class sections, the system migrates the session begin and end dates to the class start and end dates on the Basic Data page of the Schedule New Course component. You can override these dates for the class section.
End Date	Enter the default end date for classes offered in the session.

> **Warning!** When you set begin and end dates for a session, you must stay within the boundaries of the term begin and end dates. Otherwise, you receive system errors when scheduling classes. The system does not enforce consistency

Setting up Time Periods

Use the Session Time Period Table page to define landmark time periods within each session of a term. The system uses time periods for enrollment security purposes.

Design Student Administration, Design Academic Structure, Setup, Term/Session Table, Session Time Periods

Home > Design Student Administration > Design Academic Structure > Setup > **Term/Session Table**

| Term Table | Session Table | Session Time Periods | Appointment Limits Table | Appointment Table |

Academic Institution:	CICMP	Channel Islands
Academic Career:	UGRD	Undergraduate
Term:	2038	Fall 2003

Find | View All   First ◀ 1 of 1 ▶ Last

| **Session:** | 1 | Regular Academic Session |

Session Time Periods   First ◀ 1-4 of 4 ▶ Last

'Time Period		'End Date		
100 🔍	End of Pre-Registration	08/24/2003 📅	➕	➖
120 🔍	End of Second Week	09/05/2003 📅	➕	➖
140 🔍	End of Drop/Add	11/21/2003 📅	➕	➖
300 🔍	End of Term	12/20/2003 📅	➕	➖

Defining Academic Calendars

CSU CI will use traditional academic calendars. A traditional academic calendar is based solely on term and session structure. For each academic career at your academic institution, you must define at least one academic calendar. Thus, you can potentially have as many academic calendars as you have academic careers. For each academic calendar, you must define the cancel, withdrawal, and drop deadlines for each session within each term of an academic career. Because each academic career within an academic institution has its own academic calendar, you can define different landmark dates for each academic career. To associate a traditional academic calendar with a student, you must activate the student into a term within the student's academic career, which in turn ties the appropriate academic calendar to the student. Thus, the dates on the academic calendar for that academic career and term combination drive the student's academic program. Academic calendars are a prerequisite to term activation. Use the Academic Calendar component to define traditional academic calendars, based on your term and session structure.

Use the Term Calendar 1 page to describe academic calendars for an academic career.

Design Student Administration, Design Academic Structure, Setup, Academic Calendar, Term Calendar 1

Home > Design Student Administration > Design Academic Structure > Setup > **Academic Calendar**

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

Academic Institution:	CICMP	Channel Islands
Academic Career:	UGRD	Undergraduate

View All   First ◄ 1 of 1 ► Last

'Academic Calendar:	UGRD
'Description:	Undergraduate
Short Description:	Undergrad

The Term Calendar 2 page is currently not in use. The enrollment engine uses session calendar dates for cancellations and withdrawals.

Use the Term Calendar 3 page to define term landmark dates for students who are active in the specified term for the given academic career. These landmark dates are for class enrollment, graduation, statistical reporting, and transcript purposes.

Design Student Administration, Design Academic Structure, Setup, Academic Calendar, Term Calendar 3

Home > Design Student Administration > Design Academic Structure > Setup > **Academic Calendar**

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

Academic Institution:	CICMP	Channel Islands
Academic Career:	UGRD	Undergraduate

Find | View All   First ◄ 1 of 1 ► Last

Academic Calendar:	UGRD	Undergraduate

Find | View All   First ◄ 1 of 5 ► Last

Term:	2042	Spring 2004
Confer Date:	06/04/2004	
Census Date:	02/27/2004	
'Fully Enrolled Date:	02/02/2004	
'Show Enrollment on Transcript:	02/02/2004	
'Show Statistics on Transcript:	02/02/2004	
'Fully Graded Date:	06/04/2004	
Student Attribute Value for Cohort:		

Use the Term Calendar 4 page to define valid graduation application dates for each term. The system uses the date range to control the values that students can select in the Expected Graduation Term field on the Apply for Graduation - Select Graduation Term page.

Design Student Administration, Design Academic Structure, Setup, Academic Calendar, Session Calendar 1

Home > Design Student Administration > Design Academic Structure > Setup > Academic Calendar

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

Academic Institution: CICMP Channel Islands
Academic Career: UGRD Undergraduate

Find | View All   First ◀ 1 of 1 ▶ Last

Academic Calendar: UGRD Undergraduate

Find | View All   First ◀ 1 of 5 ▶ Last

Term: 2042 Spring 2004

Find | View All   First ◀ 1 of 1 ▶ Last

*Session: 1 🔍 Regular Academic Session   ➕ ➖

Cancel
Deadline: 02/02/2004 📅   Reason: CNCL 🔍

Withdraw without Penalty
Deadline: 02/13/2004 📅   Reason: WDRL 🔍

Withdraw with Penalty
Deadline: 04/16/2004 📅   Grd Basis: GRD 🔍   Grade: W 🔍

Withdraw with Greater Penalty
Deadline: [ ] 📅   Grd Basis: [ ] 🔍   Grade: [ ] 🔍

Use the Session Calendar 2 page to define the class drop deadlines that the enrollment engine uses when a student drops a class within the given session of an academic career

Design Student Administration, Design Academic Structure, Setup, Academic Calendar, Session Calendar 2

Setting up and Using Term And Academic Calendar Dates

Home > Design Student Administration > Design Academic Structure > Setup > **Academic Calendar**

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

Academic Institution: CICMP — Channel Islands
Academic Career: UGRD — Undergraduate

Find | View All   First ◄ 1 of 1 ► Last

Academic Calendar: UGRD — Undergraduate

Find | View All   First ◄ 1 of 5 ► Last

Term: 2042 — Spr 2004

Find | View All   First ◄ 1 of 1 ► Last

Session: 1 — Regular

Drop (Delete Record)

Deadline: 02/02/2004 📅   *Fully Enrolled Date: 02/02/2004 📅

Drop (Retain Record)

Deadline: 02/13/2004 📅   Reason: CNCL 🔍

Drop with Penalty

Deadline: 04/16/2004 📅   Grd Basis: GRD 🔍   Grade: W 🔍

Drop with Greater Penaly

Deadline: 📅   Grd Basis: 🔍   Grade: 🔍

Home > Design Student Administration > Design Academic Structure > Setup > **Academic Calendar**

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

Academic Institution: CICMP Channel Islands
Academic Career: UGRD Undergraduate

Find | View All   First ◄ 1 of 1 ► Last

Academic Calendar: UGRD Undergraduate

Find | View All   First ◄ 1 of 5 ► Last

Term: 2042 Spr 2004

Find | View All   First ◄ 1 of 1 ► Last

Session: 1 Regular

Drop (Delete Record)
Deadline: 02/02/2004   'Fully Enrolled Date: 02/02/2004

Drop (Retain Record)
Deadline: 02/13/2004   Reason: CNCL

Drop with Penalty
Deadline: 04/16/2004   Grd Basis: GRD   Grade: W

Drop with Greater Penaly
Deadline: Grd Basis: Grade:

Drop (Retain Record)

Deadline	Enter the last date on which students within the given academic career can drop from a class within the specified session without having the class appear as a drop on their transcripts and without any GPA penalty. If students drop a class *after* the drop-delete-record deadline, *but on or before* this deadline, the system retains the student's enrollment record, sets the record to dropped status, and designates the reason. The refund impact is based upon the refund dates and periods as defined within PeopleSoft Student Financials.
Reason	Select the reason for the class drop. Reason values are delivered with your system as translate values, which you can modify.

Drop with Penalty

Deadline	Enter the last date on which students within the given academic career can drop a class within the specified session without having any GPA penalty. If students drop the class *after* the drop-and-retain-record deadline but *on or before* this deadline, the system retains the student's enrollment record, leaves the record as enrolled status, and assigns the drop-with-penalty grade that you specify on this page. The refund impact is based

	upon the refund dates and periods as defined within PeopleSoft Student Financials.
Grd Basis (grade basis)	Select the grading basis from which you want to choose the drop-with-penalty grade. Define grading basis values on the Grading Scheme Table page.
Grade	Select the penalty grade that students within the given academic career receive for a class within the specified session if the student drops the class *after* the drop-and-retain-record deadline but *on or before* the drop-with-penalty deadline. The grade for the class will appear on students' transcripts and affect their GPA accordingly. Define grade values on the Grading Scheme Table page.

Drop with Greater Penalty

Deadline	If you want to specify a greater level of penalty, enter the last date on which students within the given academic career can drop a class within the specified session without greater penalty. If students drop the class *after* the drop-with-penalty deadline but *on or before* this deadline, the system retains the student's enrollment record, leaves the record as enrolled status, and assigns the drop-with-greater-penalty grade that you specify on this page. The refund impact is based upon the refund dates and periods as defined within PeopleSoft Student Financials.