



# UPDATING TERM DATES IN LEGACY SMS

# Introduction

If your college is considering delaying the start of a quarter, here are a few date configurations that colleges should be aware of that may need to be adjusted to reflect the change of the term dates.

## Term Dates

Ensure that **ALL DATES** on SMS screen SM5020 are appropriately updated. The 5th day date affects tuition refunds, and the 10th day date affects refunds and FTE calculation. **It is vital that these dates are accurate to ensure proper and accurate FTE calculation.**

```
SM5020-003          COLLEGE  QUARTER  INFORMATION
                    YRQ..... [ B904 ]
                    Abbr Title..... [ SPR QTR 20 ]
                    First Day YRQ... [ 03/31/20 ]
                    Fifth Day YRQ... [ 04/06/20 ]
                    Ten Day YRQ..... [ 04/13/20 ]
                    Last Day YRQ.... [ 06/10/20 ]
                    Hdcnt..... [      ]
                    Freeze Reg..... [  ]
                    Reg Max Cr..... [      ]
```

## Web Registration Dates

Registration, drop, and withdrawal dates should be checked for accuracy and adjusted accordingly on SMS screen SM4012.

```
SM4012-003          TOUCHTONE REGISTRATION CONFIGURATION          YRQ [ B904 ]
Speak Stu Last Name [N]          Speak Stu First Name [N]          Speak Stu Addr [N]
Nforce PIN..... [Q]            TTone Max Cr..... [20.0]
Allow Alt Class.... [Y]          Allow Audit Gr..... [N]          Allow Var Cr.. [Y]
First Reg Date..... [02/12/20]    Drop Cutoff Day..... [03/14/20]
Last Drop Date..... [05/15/20]    Last Reg Date..... [03/29/20]
Last Appt Date..... [03/15/20]    List Branch Only.... [N]
Time Conflict..... [A]            TTone Bloc Cd..... [  ]
```

Below is a brief explanation of the function of each date field:

- First Reg Date – The first date that students are able to begin registration using Web Registration for a given quarter

- Last Drop Date – The last day students are able to drop or withdraw from classes using Web Registration
- Last Appt Date – The last day a student is required to have a registration appointment in order to register using Web Registration. Many colleges refer to this period as “Open Registration”.
- Drop Cutoff Date – The last day a student can drop a class via Web Registration without a grade marker. After this date, any drop is recorded as a W grade on the class.
- Last Reg Date – The last day that Web Registration will allow student to change or add a class. Class drops or withdrawals may still be allowed after this date.

## Waitlist Cutoff Dates

Colleges running class waitlists should ensure that the Waitlist Cutoff Date is adjusted to reflect the adjusted term dates, if appropriate. Waitlist cutoff dates can be adjusted by quarter, or per class, using SMS screens SM7031, or SM7032, respectively.

```

SM7031-001      YEAR/QUARTER SPECIFIC WAITLIST PARAMETERS

College:  160      YAKIMA VALLEY COLLEGE

Year/Quarter:  B904  SPR QTR 20

Waitlisting Enabled?  N

Student Waitlist Capacity Maximum:      4

Class Waitlist Capacity Maximum:      10

Waitlisting Cutoff Date:  03/30/2020

```

If the college has already set up waitlists parameters per class, then the cutoff date must also be set per each class using SMS screen SM7032. If assistance is needed with updating class waitlist cutoff dates, please contact [support@sbctc.edu](mailto:support@sbctc.edu).

SM7032-001

CLASS SPECIFIC WAITLIST PARAMETERS

College: 160 YAKIMA VALLEY COLLEGE

Year/Quarter: B904 SPR QTR 20

Item Number: 0001 ENGL&101

Waitlisting Enabled? Y

Class Waitlist Capacity Maximum: 12

Waitlisting Cutoff Date: 03/30/2020

### Specific Class Dates

By default, classes that do not have specific start and end dates or specific registration dates entered will follow the term start and end dates specified on SMS screen SM5020 and the registration dates on SMS screen SM4012. However, often colleges will have special classes that have been set up to run on dates different from the normal start and end dates of the quarter. These classes should be checked for accuracy and have their dates adjusted as needed using SMS screen IS1002.

```

IS1002-014          CLASS SCHEDULE          YRQ [B904]
Itm Num.. [0001]   Dept Div/Course Num.. [ENGL&][101]   Sect... [001]
Sect Stat [ ][ ][ ][ ]   Course Title..... [ENGL COMP I]
Allow TTone Reg [ ]   Allow Alt Class [ ]
Cr [ 5.0]   Var Cr [Y]   Clock Hr [ ]   Clock Hr Day [ ]   Clock Hr Ind [ ]
Instr ID..... -   Instr Name..... [ ]   Adv Id.... [ ]
Instr Distr... [ ]   Empl Stat..... [ ]
Instit FTEF... [ 5.000]   FTEF..... [ ]   Instr Contact. [ 50.00]
Src FTEF..... [ ]   Team Teach..... [ ]   Class Grp.... [ ]
Class PAF Opt. [ ]   Course Pay Typ..[MA]   Course Sal Cost [ ]
PAF Date..... [ ]   Approve Ind.... [ ]   Rqsit Set Id. [01]
Bldg Num [ ]   Room [ ]   Time Loc.... [ ]   Branch..... [ ]
Strt Time..... [ ]   End Time..... [ ]   Instrn Cal Cd [ ]
Strt Date..... [04/01/20]   Ten Class Day.. [04/11/20]   End Date.... [04/30/20]
First Reg Date [03/25/20]   Drop Cutoff Day [04/01/20]
Last Appt Date [03/25/20]   Last Drop Date. [04/01/20]   Last Reg Date [04/01/20]
  M   T   W   Th   F   Sa   Su   D   Abbr Title
Days.. [ ][ ][ ][ ][ ][ ][ ][ ]
Admin Unit... [AS]   Alloc Grp [ ]   Schd Chng [ ]   Schd Chng Date [ ]
Cluster Id... [ ]   Auto Reg Link. [ ]   Fnd Src... [1]   Class Close [ ]
Cont Seq.... [S]   Itm YRQ Link.. [ ]   Footnote 1 [A]   Footnote 2. [ ]
Projected Enr [ ]   Class Cap.... [ 25]   Enr..... [ ]   Ten Day Enr [ ]
Copy Itm/YRQ. [ ]/[ ]   Dist Ed. [ ]   Rm Assgn Typ [ ]   Enr Cnt Meth [ ]

```

## Additional Guidance

### Notifying Outside Agencies

Be prepared to notify outside agencies such as the National Student Clearinghouse, the Veteran's Administration, or USCIS of your term date changes. Ensure that all changes are well documented for future reference.

### Educational Program Length

Colleges **DO NOT** need to update program length on SM5006 unless this change in quarter length is permanent and for all quarters at the college. Changing this field can adversely affect financial aid and enrollment reporting.



[CC BY 4.0](https://creativecommons.org/licenses/by/4.0/), unless otherwise noted.

Washington State Board for Community and Technical Colleges