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.

![SM4012-003]

Web Registration Dates

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

![SM4012-003]

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.

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.
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.
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, unless otherwise noted.

Washington State Board for Community and Technical Colleges