DYNAMIC DATE SESSION CODES

BACKGROUND

ISIS uses CALT Codes in the SQCD screen to default START and END dates for a class section. PeopleSoft Campus Solutions uses Session Codes to define dates for a class section. STEN requests are no longer needed in Campus Solutions. **Session Codes affect the Class Refund Deadline, it is imperative that the correct session code is used to schedule a class section.**
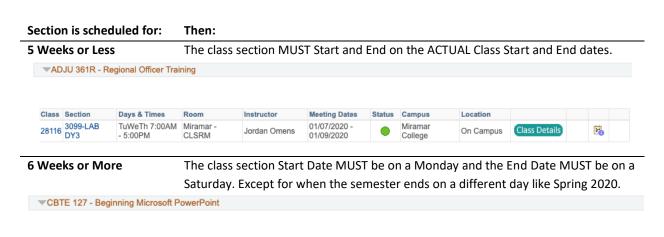
RULES TO REMEMBER

There MUST be AT LEAST 3 Instructional Days (Monday through Friday) for a week to count as 1 week.

Example 1: Start Date =01/02/2020 and End Date = 01/29/2020; Number of Weeks = 4 Weeks (week in **black** does not count because only Thursday and Friday count towards the week)

Example 2: Start Date = 02/03/2020 and End Date = 06/01/2020; Number of Weeks = 16 Weeks (the Monday in June 1st does not count as a week.

Section is scheduled for:	Then:
5 Weeks or Less	The class section MUST Start and End on the ACTUAL Class Start and End dates.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location		
28116	3099-LAB DY3	TuWeTh 7:00AM - 5:00PM	Miramar - CLSRM	Jordan Omens	01/07/2020 - 01/09/2020	●	Miramar College	On Campus	Class Details	

6 Weeks or More	The class section Start Date MUST be on a Monday and the End Date MUST be on a Saturday. Except for when the semester ends on a different day like Spring 2020.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location		
23084	1001-LLB DYN	TBA	City WEB	Mauricio Cordeiro	04/20/2020 - 06/01/2020	●	City College	Web/Online	Class Details	

DEFINITIONS

SESSION CODE	DESCRIPTION	No. Weeks	START DATE	END DATE
1	Regular Academic Session	16	08/17/2020	12/14/2020
18W	18WK - Eighteen Weeks	18	08/04/2020	12/14/2020
14W	14WK - Fourteen Weeks	14	08/17/2020	11/21/2020
14E	14WE - Fourteen Weeks	14	08/31/2020	12/14/2020
12W	12WK - Twelve Weeks	12	08/31/2020	11/21/2020
12E	12WE - Twelve Weeks	12	09/14/2020	12/14/2020
8W1	8WK1 - Eight Weeks	8	08/17/2020	10/10/2020
8W2	8WK2 - Eight Weeks	8	10/12/2020	12/14/2020
HSS	High School Session	TBD	08/01/2020	12/31/2020
Note: This session code is used for ALL high school classes. Classes with this session code must be coded with the San Diego Unified School District (SDUST) Holiday Calendar, Course Attribute of CCAP, and SFINs of HIGH, AXXX, and HXXX.				
TUT	Tutoring	TBD	08/01/2020	12/31/2020
Note: This session code is used for ALL tutoring class sections (Catalog Number is equal to 44).				
OEO	OEOE- Open Entry/Open Exit	TBD	08/01/2020	12/31/2020
Note: This session code is used for ALL Open-Entry/Open Exit class sections. OE/OE classes scheduled with Primary Session Class Start and End Dates (Start = 08/17/2020 and End = 12/14/2020) must be compiled into a list and sent to District Student Services (Danya Sanchez) for extended Add Deadlines. All Open-Entry/Open-Exit courses must have a TRKI Course Attribute.				
DY3	Dyn Classes 3 Weeks or Less	TBD	08/01/2020	12/31/2020
Note: This session code is used for class sections scheduled for 3 weeks or less. Class sections with a session code = DY3 will have a START date on the ACTUAL class Start date and an END date on the ACTUAL class End date. See sample on Page 1.				
DYN	Dynamically Dated Session	TBD	08/01/2020	12/31/2020
Note: Class sections with a session code = DYN that are **scheduled for 5 weeks or less** must have a START date on the ACTUAL class Start date and an END date on the ACTUAL class End date. Class sections with a session code = DYN that are **scheduled for 6 weeks or more** will have a START date on a Monday and an END date on a Saturday. Except for when the semester ends on a different day. See Page 1.				
LNG	Dyn Classes 18 Weeks or Longer	TBD	08/01/2020	12/31/2020
Note: This session code is used for class sections scheduled for 18 weeks or more, long sessions (For example: Miramar Public Safety Academy and In-Service classes). Class sections with a session code = LNG will have a START date on a Monday and an END date on a Saturday.				