



CLASS SECTION DYNAMIC DATES



BUSINESS PROCESS: CLASS SECTION DYNAMIC DATES
MODULE: CURRICULUM MANAGEMENT

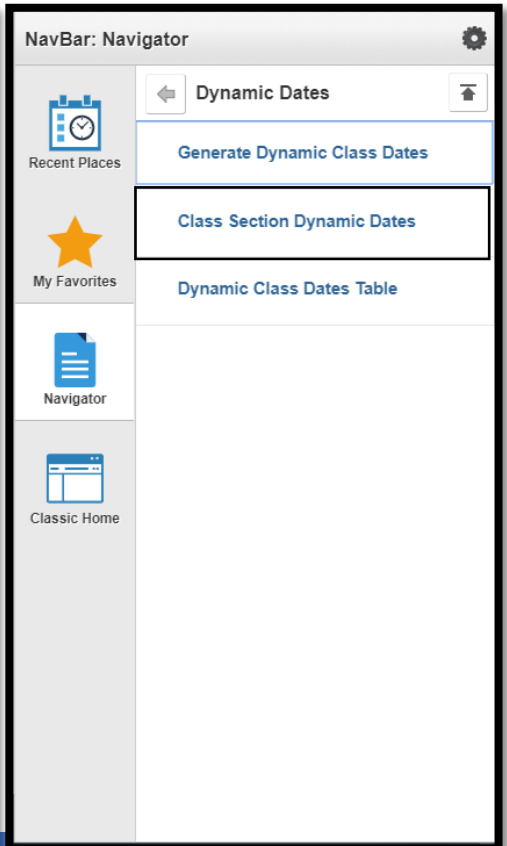
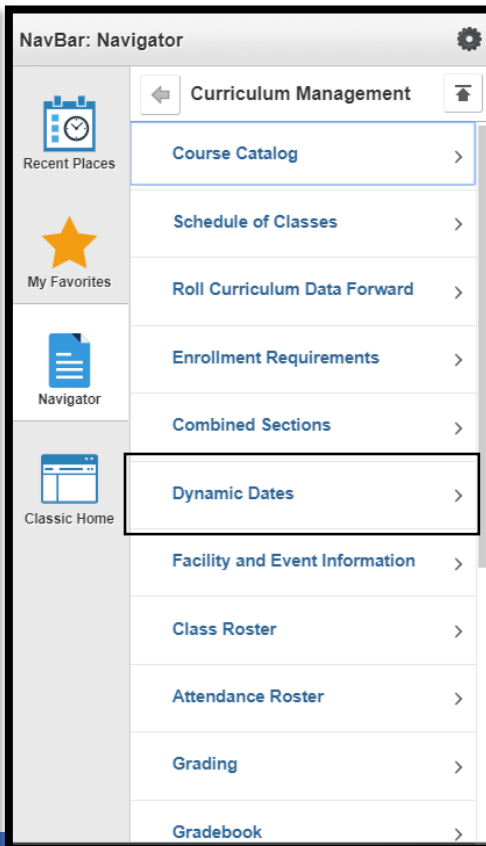
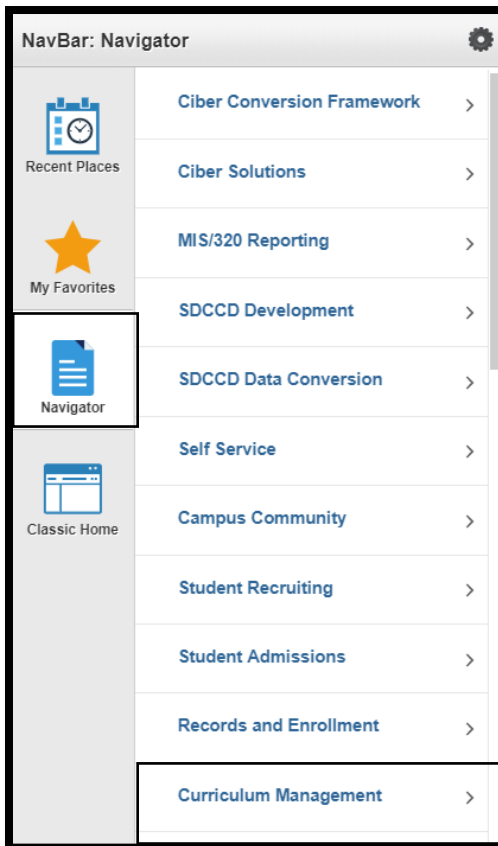
PREREQUISITES

Have a course created that is not a regular 16 week session course (DYN, DY3, INT, 18WK, 12WK, 8WK1, 8WK2, 10WK, etc.). Reference Scheduling a Dynamically Dated Class Section job aid.

INSTRUCTIONS

This Job Aid will go over the process to calculate dynamic dates for class sections. Dynamic dates have different deadlines/dates for Enrollment, Add, Drop, and Withdrawal and to request Pass/No Pass. Each dynamically dated class created AFTER the printed schedule has been approved, must be manually calculated. Please see below.

STEP	Instructions
1)	Click on the Compass Icon  and  to navigate to Campus Solutions -> Curriculum Management -> Dynamic Dates -> Class Section Dynamic Dates





STEP	Instructions
2)	<p>To Find an Existing Value, input the following information under Search Criteria:</p> <ul style="list-style-type: none"> a) Academic Institution = 'SDCCD' b) Term = '2193' <ul style="list-style-type: none"> - "2" for the millennium or "1" for all years prior to 2000 (1901-1999). - The last two numbers of the year (ie: "09" for 2009, "17" for 2017) - Semester code: "3" for Spring, "5" for Summer, "7" for Fall c) Subject Area = 'CHIL' (Type in Subject- use only 4 letter acronym) d) Catalog Nbr = '151' (Type in by Catalog Number) e) Campus = 'Mesa' (Type in Campus) <p>Then click Search.</p>

Class Section Dynamic Dates

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Academic Institution	= ▼	<input type="text" value="SDCCD"/>	🔍
Term	= ▼	<input type="text" value="2193"/>	🔍
Subject Area	= ▼	<input type="text" value="CHIL"/>	🔍
Catalog Nbr	begins with ▼	<input type="text" value="151"/>	

Academic Career	= ▼	<input type="text"/>	▼
Campus	begins with ▼	<input type="text"/>	🔍
Session	= ▼	<input type="text"/>	▼
Course ID	begins with ▼	<input type="text"/>	🔍
Course Offering Nbr	= ▼	<input type="text"/>	🔍
Description	begins with ▼	<input type="text"/>	

Case Sensitive

Search

←
Basic Search
🔍
Save Search Criteria




STEP	Instructions
3)	When the Class Section Dynamic Dates page populates, verify that the Class Section , Associated Class , Class Nbr and Event ID are all correct. Then click the Calculate Dynamic Dates button.

[My Homepage](#) Class Section Dynamic Dates

Dynamic Class Data | [Class Meeting Pattern](#) | [Messages](#)

Course ID 001940 Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Spring 2019 Undergrad
Subject Area CHIL Child Development
Catalog Nbr 151 Program Planning

Calculate Dynamic Dates 

Session Dynamically Dated Session A factor of 9999 excludes a date from the calculation process.

Dynamic Class Dates Find | View All First 1 of 1 Last

Class Section 200 Lecture Class Nbr 10389
Associated Class 200 Event ID 000243907

*Dynamic Class Date Rule

First Date to Enroll
Rule
Rounding Scheme
Factor 0.000 Deadline Override

Last Date to Enroll
Rule
Rounding Scheme
Factor 0.000 Deadline Override

Last Wait List Date
Rule
Rounding Scheme
Factor 0.000 Deadline Override

Last Date to Drop
Rule
Rounding Scheme
Factor 9999.000 Deadline Override

Drop Action Dates



STEP	Instructions
4)	Notice that all the information will populate after clicking the Calculate Dynamic Dates button. Scroll to the bottom and click Save down below. <u>End of Process.</u>

Dynamic Class Data
Class Meeting Pattern
Messages

Course ID 001940

Academic Institution San Diego Community Coll Dist

Term Spring 2019

Subject Area CHIL

Catalog Nbr 151

Course Offering Nbr 2

Undergrad

Child Development

Program Planning

Calculate Dynamic Dates

Session Dynamically Dated Session A factor of 9999 excludes a date from the calculation process.

Dynamic Class Dates
Find | View All
First 1 of 1 Last

Class Section 2001

Associated Class 2001

Lecture

Class Nbr 10389

Event ID 000243907

*Dynamic Class Date Rule X_SD_DYN SDCCD DD Default Rule

First Date to Enroll

Rule Point Between Class Start-End

Rounding Scheme Basis Day

Factor Deadline Override

Last Date to Enroll

Rule Point Between Class Start-End

Rounding Scheme Basis Day

Factor Deadline Override

Last Wait List Date

Rule Point Between Class Start-End

Rounding Scheme Basis Day

Factor Deadline Override

Last Date to Drop

Rule Point Between Class Start-End

Rounding Scheme Basis Day



Drop Action Dates

Rule	<input type="radio"/> B	Point Between Class Start-End	
Rounding Scheme	<input type="radio"/> M	Basis Day	
Drop Deadline (delete) factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="12/20/2018"/> <input type="checkbox"/> Override
Drop Deadline (retain) factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="03/22/2019"/> <input type="checkbox"/> Override
Drop Deadline (Penalty) factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="04/30/2019"/> <input type="checkbox"/> Override
Drop Deadline(Penalty2) factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value=""/> <input type="checkbox"/> Override

Cancel & Withdrawal Dates

Rule	<input type="radio"/> B	Point Between Class Start-End	
Rounding Scheme	<input type="radio"/> M	Basis Day	
Cancel Factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="01/27/2019"/> <input type="checkbox"/> Override
Withdraw w/o Penalty factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="02/08/2019"/> <input type="checkbox"/> Override
Withdraw with Penalty factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="04/12/2019"/> <input type="checkbox"/> Override
Withdraw with Greater Penalty	<input type="text" value="9999.000"/>	Deadline	<input type="text" value=""/> <input type="checkbox"/> Override

Fully Graded Date

Rule	<input type="radio"/> B	Point Between Class Start-End	
Rounding Scheme	<input type="radio"/> M	Basis Day	
Factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="05/25/2018"/> <input type="checkbox"/> Override

Lapse Start Date

Rule	<input type="radio"/> B	Point Between Class Start-End	
Rounding Scheme	<input type="radio"/> M	Basis Day	
Factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="05/25/2018"/> <input type="checkbox"/> Override

Sixty Percent Point in Time

Rule	<input type="radio"/> B	Point Between Class Start-End	
Rounding Scheme	<input type="radio"/> M	Basis Day	
Factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value=""/> <input type="checkbox"/> Override

Census Date

Rule	<input type="radio"/> B	Point Between Class Start-End	
Rounding Scheme	<input type="radio"/> M	Basis Day	
Factor	<input type="text" value="9999.000"/>	Deadline	<input type="text" value="04/01/2019"/> <input type="checkbox"/> Override

Pass/No Pass Deadline Date

Deadline	<input type="text" value="04/08/2019"/> <input type="checkbox"/> Override
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[Dynamic Class Data](#) | [Class Meeting Pattern](#) | [Messages](#)