Welcome and Reminders

• Please ask questions in the chat window.
• Please mute your microphone.
• We will send a link to the recording following this webinar for reference.
Introductions

Kelly Sinacola
Executive Vice President including
Ellucian Colleague Professional Services
Poll: What ERP do you use?

- Banner
- Colleague
- Jenzabar
- PeopleSoft
- Other
Topic

- Managing semester date changes due to the COVID-19 crisis
Why?

• Concern over second coronavirus wave
• In order to maintain social distancing
• Reduce breaks to limit exposure/travel
• Staggering classes in order to maintain time for cleaning
How?

- Starting earlier, ending earlier
- Adding additional semesters
- Adding additional instructional methods
Things to Consider

• Are there new students this term?
• Are there transfer credits that need to be adjusted?
• Are course sections created?
• Has offering information been completed?
• Will contact hours be affected?
• Will this require new instructional methods?
• Will there be additional fees because of this approach?
Things to Consider

- Does this effect faculty pay, union contracts?
- Are students registered for this semester?
- Have they been billed for this semester?
- Will due dates/late fees change because of this change?
- Are sponsorships in use for this semester?
- Were there meal plans or room assignments setup?
- Were they billed?
Things to Consider

- Are there students on hiatus?
- Were any waivers created for the term?
- Are there restrictions for students for this semester?
- Have new registration appointments been evaluated?
- Has de-registration been discussed with the new schedule?
- Do any rules/PSELs have hard coded dates?
Things to Consider

- If billing has occurred, has the impact on the GL been discussed?
- Are any integrations date/time driven?
- Have students been awarded financial aid?
Poll: Where does your institution fall with the strategy decision?

1. Adjusting start/end dates of fall semester
2. Adding additional semesters
3. Adjusting summer semester
4. Something different (please tell us more in chat)
Colleague Specifics
Approaches

- If students have registered and have been billed
  - Drop everyone from sections
  - Remove everyone from housing (meal plans/rooms)
  - Bill to reflect credits
  - Update dates in RYAT
  - Re-register in sections with updated dates
  - Re-bill

- Results in updated dates, but messy academic history, billing statements, etc.

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Approaches (cont’d)

- Create utilities to update all dates effected
- Results in updated dates, requires extensive testing

Both approaches require updates to financial aid
- Award period updates (AWPD)
- Disbursement date updates (DCTL)

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Mnemonics to Review

- RYAT → ACTM - start date/end date, billing dates, census dates
- SACP/STAL - For new students, the start date of their program and level will be defaulted from the start term
- EXTL - If transfer credits were entered, the start and end dates would have defaulted from the term
- RGSD - section override dates (SRDP/SRDF can be used)
- SECT → SOFF, SECB - Section offering information, contact hours, instructional methods, fees

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Mnemonics to Review (cont’d)

- RSMD - Use to generate new meeting dates once RYAT, SECT has been updated
- Review any stipend formulas, pay cycles for faculty
- Review any non-course assignments for faculty
- STAC - STC.START.DATE and STC.END.DATE default from term
- AR invoices/recurring invoices - start and end date default from billing term
- Due dates, due date formulas (IDDP)

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Mnemonics to Review (cont’d)

• Sponsorships - start and end date will default from term
• MPAS - Meal plan start dates/end dates
• RMAS - Room start dates/end dates
• Residence life billing - related AR.POSTINGS tables contain start dates from term
• SHIS - Student start/end date for hiatuses
• PERC - restriction dates can be updated with ACDR
• Student petitions

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Mnemonics to Review (cont’d)

- RGPR - Registration appointments
- DREG - Update your procedure to take new schedule into account
- RLDE (RULES file) - check for any hard coded dates
- GL - Colleague financials records are updated based on billing dates
- AWPD - Award periods
- ADCM - Disbursement dates

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New Functionality!

- Use the Batch Update Section Information (BUSI) process to change course section attributes
  - Grade schemes and subschemes
  - Pass/No Pass policies
  - Section start and end dates
  - Instructional methods
- Use the Term Date Change Report (TDCR) to report on the potential impact of changing term dates

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Banner Specifics
Processes to Review

• **STVTERM** - Update start date/end date; housing start date/end date

• **SOATERM** - Update effective date, cutoff date; review the part of term and web registration controls tab for dates, census dates, enrollment dates, academic history dates, refund dates, drop dates

• **SFAESTS** - Update dates for the enrollment status codes and refund rules
Processes to Review (cont’d)

- SFARSTS - Update dates for each registration status code and refund rules
- SFARGFE - Review dates for assessment rules
- SSASECT - Update dates for course sections, registration dates, census dates, meeting times/dates
- SFRAREG - IF REGISTRATION ALREADY EXISTS - custom scripts must be used to update SFRAREG records for SFRAREG_START_DATE and SFRAREG_COMPLETION_DATE

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Processes to Review (cont’d)

- RORPRDS - Update term dates
- RORTPRD - Update term dates by aid period
- SOATBRK - Update break days for R2T4 calculations

* Please note, break days, days attended, and percentage attended cannot be updated on SFAWDRL.

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Processes to Review (cont’d)

- RORSAYR - DL SAY codes - academic year start / end dates and disbursement dates
- RORBBAY - DL BBAY codes - academic year start / end dates and disbursement dates
- RPROPTS - Update cut-off dates
- RFRDEFA - Non-loan memo expiration & disbursement dates by aid period
- RFRASCH - Non-loan, fund-specific memo expiration & disbursement dates by aid period

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Processes to Review (cont’d)

- RPRLPRD - Private loan start / end dates and disbursement dates for related aid periods
- RORPOST / RORBPST - Update disbursement dates for non-loan funds already awarded
- RLPDLOC/RLPDLUP - Update dates for direct loans already originated
- RPALDSB - Manually update scheduled dates for ALT loans
- Bill dates/Due dates Updates - TBRACCD table

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Optional Functionality to Review

• Open Learning - SOAORUL
• Refund by Total - SFARFND
• Time Ticketing - SFARCTT
• Registration Management Controls - SFARGTC
• Gradebook - SHAEGBC
• Attendance Tracking - SOAATRK/soaatmt
• Drop Roster and/or Calculated Drops - SSAACCL
• Location Management

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Other Considerations

• Will the term change cause your financial aid budget components to change?
• Do you use a scheduling tool like R25 or Ad Astra, make sure to push updates once complete
• National Student Clearinghouse
• Department of Education
• Any accreditation bodies

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Resources
Resources

• Ellucian: https://ecommunities.ellucian.com/community/covid-19
• Department of Education: https://www.ed.gov/coronavirus
• National Student Clearinghouse: https://www.studentclearinghouse.org/coronavirus/
Questions?

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