

**FERRILLI PRESENTS**

# Managing Semester Date Changes



# 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 effected?
- 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/PSEs 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



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# 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.

# 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)

# 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



# 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)

# 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

# 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

# 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

# Banner Specifics



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# 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

## 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.



## 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

## 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

# 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

# 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

# Resources

# Resources

- Ellucian:  
<https://ecomunities.ellucian.com/community/covid-19>
- Department of Education: <https://www.ed.gov/coronavirus>
- National Student Clearinghouse:  
<https://www.studentclearinghouse.org/coronavirus/>



# Questions?

Please submit questions in the chat window.

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