Colleague UI: SECT (terms)

Description

Colleague is organized by reporting terms. For fall, all terms are in a single reporting term. For spring and summer there are reporting sub-terms because the term schedules diverge. Colleague term notation begins with the calendar year, two letter semester and then two letter school (except for fall).

- [year] FA, 22FA
- [year] SPSS, 22SPSS*
- [year] SPUA, 22SPUA*
- [year] SUSS, 22SUSS
- [year] SUUA, 22SUUA

*SS is for courses in programs within the School of Consciousness and Transformation and School of Psychology and Professional Health

*UA is for undergraduate and ACTCM courses.

When you search to add a term for spring or summer you may notice there are reporting terms in addition to the reporting sub-terms noted above, [year] SP and [year] SU. These are the parent reporting term for the spring and summer reporting sub-terms.

It is important not to use the spring and summer reporting terms on SECT records (use the respective reporting sub-terms). This matters because only the reporting sub-terms for spring and summer are sent to Ethos (the Colleague data hub where Self-Service and Canvas pull data from). If the spring and summer reporting terms were also sent to Ethos, Self-Service would allow students to add courses to their plan for three terms for both spring and summer (for example, 22 Spring, 22 Spring SUS/ACTCM and 22 Spring SCT/SPPH).

At some point in the future the university may change to three reporting terms for simplicity, one for each semester.

Add / update term on SECT record:

When updating, search for the term the SECT record is currently saved in (if you have saved course in a spring or summer reporting term, search for 22SU, etc.). Add a space, the course code and then "…". For example: "22SU MCP-…" will list all sections that contain MCP- in the 22SU reporting term.

On the top left of the SECT page, if you are updating a term, select the current term and delete. Enter "…" to open a list of terms, select the term and then Save All. It will take up to 24 hours for the SECT record's terms to be updated on Self-Service.

Spring reporting term (22SU)

Spring sub-reporting term for sections (22SUSS)

Category

1. Colleague UI
2. Terms

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