

Oracle Fusion Cloud Student Management

How do I create academic periods?

FA Latest



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Author: Higher Education Information Development Team

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Get Help

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1 Overview

Overview of Academic Periods

An academic period is the date foundation for scheduling course sections, student enrollment, and automatic fee calculation.

It sets the parameters for when a student searches for courses, adds to the shopping cart or student scheduler, and enrolls.

The academic period feature offers maximum flexibility for institutions. You can create multiple flexible time periods for an academic structure. You can also accurately mirror your academic calendars and provide more flexibility for academic periods that don't fit into the usual term or semester construct.

You can define structures that support semesters, terms, quarters, and any other flexible time period. For example, set up a fall term or semester with many courses that follow the same deadline dates, or a 1-day course with dates that apply to only that course. You can also group academic periods together into an academic reporting period for reporting purposes.

2 Create an Academic Period

Add Details for Academic Periods

Create academic periods and add the period details that mirror your institutional academic calendar and course offerings.

1. From Student Central, click **Search**, then search for **Academic Periods**.
2. Click **Create Academic Period** and complete these fields:

Field	Value
Start and End dates	Provide appropriate values.
Name and Code	Give a unique name and code. The code identifies a unique period record when you import and export data between environments.
Period Type	Select a period type.
Weeks of Instructions	Provide a value based on how you want to manage the course.
Tags	Assign tags to academic periods to differentiate different types of academic periods such as semesters and trimesters. The tags you can assign to an academic period are the tags that are associated with the Academic Period tag group.
Description	Provide information and help identify similar named periods.

3. Click **Create**.

Add Period Attribute Dates for Academic Periods

Period attribute dates represent milestones that are required for student enrollments. The attribute dates are based on a match between the period type and the period attribute tag. You select the period type when you create a period.

1. From Student Central, click **Search** then search for **Academic Periods**.
2. Click the academic period record that you created.
3. Click **Period Attribute Dates > Add Period Attribute**.

4. Select these period attribute dates:

Attribute Name	Description
First Date to Search	The first date on which students can search for course sections.
Last Date to Search	The last date on which students can search for course sections.
First Date to Add to Shopping Cart	The first date a student can add course sections to their shopping cart.
Last Date to Add to Shopping Cart	The last date a student can add course sections to their shopping cart.
First Date to Enroll	The first date a student can enroll in course sections.
Last Date to Enroll	The last date a student can enroll in course sections.
Last Date to Drop	The last date a student can drop course sections in the academic period.

5. The other predefined attributes that you might configure based on the Student Management features you use and your business requirements are:

Attribute Name	Description
First Date to Add to Wish List	The first date on which students can add courses to their wish list.
Last Date to Add to Wish List	The last date on which students can add courses to their wish list.
First Date to Add to Waitlist	The first date a student can add course sections to the waitlist.
Last Date to Add to Waitlist	The last date a student can add course sections to the waitlist.
Last Date to Drop: Do not Retain	The last date a student can drop a course section, where the course section isn't retained on their student record.
Last Date to Drop: Retain	If a student drops the course on or after this date, the course section remains on their student record as a dropped course.
Last Date to Drop: Penalty	If a student drops a course section on or after this date, a grade penalty is applied to their course section result.
Last Date to Drop: Greater Penalty	If a student drops a course section on or after this date, a greater grade penalty is applied to their course section result.
Auto Tuition Calculation	Use the Auto Tuition Calculation attribute to indicate when tuition calculation will run for a particular academic period. Associate this attribute with a reporting period.

Attribute Name	Description
Auto Tuition Calculation, Self Service	Use the Auto Tuition Calculation, Self Service attribute to indicate when tuition calculation will run for a particular self-paced academic period. Associate this attribute with a reporting period.
Midterm Grade Release	The date on which midterm course grades will be released to students in the learning catalog and student scheduler.
Final Grade Release	The date on which final course grades will be released to students in the learning catalog and student scheduler.

6. Select a calculation method and complete these fields:

Field	Value
Manual Entry	Select a date type to indicate when the attribute comes into effect. Select Date to indicate the date only. Select Date time to indicate the time and time zone and the date.
Pivot	Select this method to define settings for the calculation of the attribute date on the academic period. After the attribute is assigned to the academic period when the period is created, the attribute date is calculated based on the pivot settings. You can update the default pivot settings on the academic period and recalculate the date.

7. Save your changes.

Add Ownership for Academic Periods

After you create an academic period and add period attributes dates, add ownership details.

1. Click **Ownership**.
2. Click **Assign Ownership**.
3. Select an institution. If the period is shared between institutions, you can add more than one institution as the owner.
Your selections appear in the Current Selections box.
4. Click **Assign** and then **Save**.

Create a Period Hierarchy for Academic Periods

After you add the ownership details, create a period hierarchy. For example, after you create academic periods for fall and spring semesters. Then associate those periods with an academic reporting period for the academic or calendar year. You must associate an academic period with a parent academic reporting period.

1. Click **Period Hierarchy**.
2. Click **Add Period**.
3. Select a reporting period as the parent period. Your selection appears in the Current Selections box.
4. Click **Add**. You can see the hierarchy of the parent reporting period and the child academic period.
5. Click **Save**.

Activate Academic Periods

After you complete the required setup, set the academic period to active.

Here's what to do

- Before you set the academic period to **Active**, make sure these tabs have the required information:
 - **Details**
 - Start and end date
 - Name and code
 - Period type and weeks of instruction
 - **Period Attribute Dates:** All attributes must have a calculated or manual date.
 - **Ownership:** At least one institution is assigned.
 - **Period Hierarchy:** An academic period is linked to an academic reporting period.

3 Sync with Academic Calendars

Sync Academic Periods with Academic Calendars

After creating an academic period, you need to run a sync process. This process maps the academic periods within the reporting periods to the corresponding academic calendars

1. To submit a sync process:

1. Click **Navigator > Tools > Scheduled Processes**.
2. Click **Schedule New Process**.
3. Search and select the **Sync Academic Periods to Academic Calendars** process.
4. Click **OK**.
5. Set other process options then click **Submit**.

