Dynamic Dated Classes (revised 9/1/06)

Flexibly scheduled classes that don’t fall within the traditional semester dates can be defined in PeopleSoft as dynamic dated classes (e.g., a class that begins October 1 and ends November 10). Each term includes a dynamic dated session to be used for this purpose. A dynamic date rule is assigned to the class indicating over how many calendar days the class meets. That rule tells PeopleSoft how to calculate registration-related dates for the class (e.g., first day to enroll, last day to drop, last day to drop with penalty (ASU’s class withdrawal), last day to withdraw from the university (ASU’s complete withdrawal), etc. It also determines the refund schedule for the class.

ASU Dynamic Date Rules
Rules have been defined for classes ranging from 1 to 100 calendar days. For example, the 42DayRule would be used for a class that meets for 6 weeks, since weekends are also counted when determining which rule to use (6 weeks X 7 days/week = 42).

Determining When to Use Dynamic Dated Session
Understanding the impact of attaching a class to a dynamic dated session or to a session other than the regular session is important. If a class begins prior to or later than the regular sessions in a term, you should consider placing the class in the dynamic dated session. This allows the student to register up to the start of the class. It also allows the student to get a full refund for a class drop up to the first day of class, instead of following the traditional refund dates for a regular session. Also, if the class ends before a regular session ends, you don’t want the student to be able to withdraw after the class is over. Placing the class in the dynamic dated session means the rules for the class will allow class withdrawals only to the end of that class, not to the end of the term.

Listed below are some examples that may help you decide.

Example 1: State Funded Class that begins September 6 and ends October 12 (5-week class)
Attach to the dynamic dated session for the Fall term so self-service registration can continue longer than the regular term registration.

Example 2: State Funded Class that begins October 2 and ends November 17 (7-week class)
Attach to the dynamic dated session for the Fall term so self-service registration can continue longer than the regular term registration. However, since the registered students need to be counted in the 21st Day reporting to ABOR, after the dates for the class are calculated, use the override checkbox to change the Last Day to Enroll to the third Sunday after classes begin. Students will be able to see the last day to enroll in the online Schedule of Classes. Permission could still be given to the student who needs to register after the 21st Day, but the registration would be processed by registration staff.

Example 3: Non State Funded Class that begins October 1 and ends November 29 (8-week class)
Attach to the dynamic dated session for the Fall term. The dynamic date rule attached to the class will determine when registration will end, which will be before regular term registration ends. Refunds will be based on the first day of this class, instead of the first day of the fall term.

Example 4: Undergraduate Class that begins October 15 and ends November 30 (7-week class)
Non State Funded: Attach to the 2nd 8-week session.
State Funded: Attach to the dynamic dated session for the Fall term. Use the override checkbox to change the last day to enroll to the third Sunday after the regular Fall term begins. Students will still have until October 15 to drop with 100% refund.

See next page
Defaulting Dynamic Date Rules from the Course Catalog

Dynamic Date Rules set up on the course offering in the catalog will “roll” to all sections of the course in the class schedule when it is created. The rule can be overridden for specific classes not being flexibly scheduled.

Creating a Dynamic Dated Class (when not defined as dynamic in the catalog)

Navigation: Curriculum Management, Schedule of Classes, Maintain Schedule of Classes

To add a new class section to THE 100 for Fall 2007 and have it dynamically dated:

On the Basic Data tab:
- Enter the Term: 2077
- Enter the Subject Area: THE
- Enter the Catalog Number: 100
- Press Search
- Select the desired course offering
- Add a new row by clicking on the + sign
- For Session, select Dynamic Dat (DYN)
- Enter the next sequential number for the class section (e.g., if this is the third section for the offering, enter 1003; to view the other class section numbers, click on the left/right arrows above the + sign)
- Enter the Start/End Dates

On the Meetings tab:
- Change the Start/End Dates to match the dates on the Basic Data tab
- Press Save. You will get the following message:
  Warning -- Class Section 1xxx: A dynamic date has not been specified for this class. (14620,80)
  This class is scheduled in a dynamic date Session, but there is no dynamic date rule specified in the Course Catalog. If a rule is not added to the class, the session-defined dates will apply to enrollment transactions.
- Press OK

Assigning a Dynamic Date Rule to the Class

Navigation: Curriculum Management, Dynamic Dates, Class Section Dynamic Dates

On the search criteria page the search criteria should already appear:
- Press Search
- Select the desired course offering

On the Dynamic Class Data tab:
- Click on the left/right arrows to locate the correct class section.
- Select the appropriate Dynamic Class Date rule based on the number of calendar days for the class.
- Press the Calculate Dynamic Dates button in the upper right corner of the page. The calculated dates will be displayed on the page but will be grayed out.
- Press Save.

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