

PROCEDURE FOR ASSIGNING TCS's TO THE APPROPRIATE TERM

	TERM 1 Fall	TERM 2 Spring	TERM 3 Summer
Term Begins:	First FALL instructional improvement day	January 1 st	Day after the end of the Spring semester
Term Ends:	December 31 st	Last day of the Spring semester	Day before the start of the Fall semester
Academic Calendar term begin dates:	First FALL instructional improvement day	First SPRING instructional improvement day	Start of summer classes
Instructional (Cross-Term) Classes and TCS term indicator	<ul style="list-style-type: none"> ▪ Portion of a class scheduled after the first day of the Fall term is processed on a FALL TCS. ▪ Portion of FALL class scheduled after 12/31 is computed on a TCS for SPRING. 	<ul style="list-style-type: none"> ▪ Portion of FALL class scheduled after 12/31 is computed on a TCS for SPRING. ▪ Portion scheduled after LAST DAY OF SPRING SEMESTER and PRIOR TO START OF SUMMER CLASSES is processed on a SPRING TCS. ▪ Portion of SPRING course ending after Summer starts is processed on a SUMMER TCS. 	<ul style="list-style-type: none"> ▪ Portion of SPRING course ending after Summer starts is processed on a SUMMER TCS. ▪ Any class that <u>begins</u> after the last day of the Spring semester is processed on a SUMMER TCS. ▪ Portion scheduled after the first day of the Fall term is processed on a FALL TCS.
Non-Instructional TCS term indicator	<ul style="list-style-type: none"> ▪ TCS would start at the earliest by the Term Begin date and must end by the Term End date (December 31st). 	<ul style="list-style-type: none"> ▪ TCS would start at the earliest by the Term Begin date (January 1st) and must end by the Term End date. 	<ul style="list-style-type: none"> ▪ TCS would start at the earliest by the Term Begin Date and end by the Term End date.

