COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

CTCLINK INSTRUCTION MODE IMPLEMENTATION HANDBOOK

FEBRUARY 2024

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Overview: ctcLink Instruction Mode Schema Change Implementation Handbook

This document is intended to support the implementation of the new Instruction Mode coding schema approved Dec. 11, 2023 by the Data Governance Committee and on Jan. 17, 2024 by the ctcLink Working Group.

This implementation impacts the 2024-2025 classes, no change is required or recommended for 2023-2024 classes or their associated Instruction Modes.

Please refer to the Data Governance Committee's Course Modality proposal for more details.

Implementation Timeline and Important Dates

Date	Activity
Feb. 5, 2024	Communication from SBCTC to the colleges announcing the work on Instruction Modes. Message will include Implementation Handbook and Coding Guidelines documents to assist with the transition
Feb. 8, 2024	New Instruction Mode configuration available in ctcLink production
Feb. 13, 2024, 1 p.m.	SF Info Session: Course/Class Fee Update - Instruction Mode (Feb. 13) Please join the SBCTC Student Financials team for crucial insights into this fee update. This one-hour work session will comprehensively cover the steps required to update class and course fees for this enhancement. *Feb. 13 and March 12 sessions will cover the same content. You only need to attend one session.*
March 4, 2024	PCD Refresh • Will include the new Instruction Mode configuration • Will provide colleges a place to test changing course/class fees
March 12, 2024, 11 a.m.	SF Info Session: Course/Class Fee Update - Instruction Mode (March 12 Please join the SBCTC Student Financials team for crucial insights into this fee update. This one-hour work session will comprehensively cover the steps required to update class and course fees for this enhancement. *Feb. 13 and March 12 sessions will cover the same content. You only need to attend one session.*
March 13, 2024	Deadline to submit a ticket for an Equation modification
March 29, 2024	Deadline for equation changes for summer tuition calculation
June 2024	Colleges configure their Veterans Instruction Modes to include the new Instruction Modes; leaving existing as is. The additions must be implemented after the end of your college's spring 2024 quarter.

Summary of Changes and Mapping Old to New

Old Instruction Mode	Old Code	New Code	Change
Online	OL	OA, OB, OS, or OW	Split into four codes. Choose one: OA Online Asynchronous OB Online Asynchronous w/In-Person Activities OS Online Scheduled OW Online Scheduled w/In-Person Activities
Optional - F2F or OL	OP	FL	Code Changed Description changed to "Flexible"
Other	OT	Z	Code Changed
In Person	P	P	No Code Change
Web-Enhanced	WE	WE	No Code Change Changed description to "In-Person (Web Enhanced)"
Hybrid	HY	HY	No Code Change
Independent Studies	IS	IS	No Code Change Description changed to "Individualized Instruction"
Tele-class	TL	n/a	Retired
Interactive Television	IT	n/a	Retired
Correspondence	CO	n/a	Retired
Washington Online	WA	n/a	Retired A new Course Attribute will be implemented before the end of the 2023-34 academic year.
Self-Paced	n/a	OZ	New

Building the 2024-2025 Classes

- Colleges that use the Copy the Prior Term's Schedule functionality will need to modify the applicable Instruction Modes or choose not to use this functionality.
- Colleges will need to modify the Instruction Mode for future classes that have already been scheduled.

Related Quick Reference Guides (QRGs)

- Copy the Prior Term's Schedule
- Modifying Scheduled Class Meetings
- Making Class Updates

Effective Dating

We will leverage effective dating in ctcLink to allow for the use of existing Instruction Mode coding through the end of the 2023-2024 academic year.

Beginning Feb. 9, 2024, the new Instruction Mode configuration will be available for the 2024-2025 academic year forward.

The Instruction Modes will use a college specific effective date of:

- College's UGRD Spring 2024 term end date + 1 day

Class builders should use the same effective date logic of:

- Your college's UGRD spring 2024 term end date + 1
- Term start and end dates are available in the Instructional Calendar
- College's start and end term dates can be found in the TERM_TBL table available in ctcLink and dataLink

Helpful Queries

Colleges may find the following new queries helpful during their implementation.

Query	Notes
QCS_CM_CLASS_SCHED_INSTR_MODE	• Listing of **classes** using a retired Instruction Mode • Retired Instruction Modes = 'OL', 'OP', 'OT', 'TL', 'IT', 'CO', 'WA' • Term >= Summer Quarter 2024
QCS_CM_COURSE_INST_MODE	• Listing of **courses** in Course Catalog using a retired Instruction Mode • Retired Instruction Modes = 'OL', 'OP', 'OT', 'TL', 'IT', 'CO', 'WA' • Term >= Summer Quarter 2024
QCS_CM_CLASS_SCHED_NOTES_SRCH	• Listing of classes with class notes in the prompted Term • Wildcard prompt can be used to find classes with specific wording in the note

Related Configuration Changes

SEVIS

For colleges using SEVIS functionality, CS Support will add the following Online Instruction Modes to SEVIS configuration:

- Online Scheduled (OS)
- Online Scheduled w/In-Person (OW)
- Online Asynchronous (OA)
- Online Asynchronous w/In-Person (OB)
- Self-Paced (OZ)

If a college determines that additional Instruction Modes should be included, please submit a Service Desk ticket with a ticket request type of ctcLink Support > Campus Solutions > CS: SEVIS.

Veterans

NOTE: The following changes **must** be implemented before running the reports for the 2024 Summer Quarter or beyond:

1. **After** the end of your college's spring 2024 quarter.
2. **After** the effective date of the new Instruction Mode configuration which is your college's UGRD spring quarter 2024 term end date + 1 day.

The above changes must be implemented.

A reminder email to update your configuration will be sent in early June 2024.

For ctcLink Veteran Enrollment Reporting functionality to correctly count classes toward either Residential Units or Distance Learning Units, colleges will need to add any new Instruction Modes they will be using to their crosswalk using this navigation:

> Menu > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Veterans Benefit Setup > Veterans Instruction Mode Map

Any previously used Instruction Modes should be left in the crosswalk.

Canvas

Canvas Integration and course sharing are not affected by these instruction mode coding changes. Classes are flagged for Canvas integration using the LMS FILE TYPE value on the Components page.

25Live

25Live integration with ctcLink is not affected by the instruction mode coding changes.

Modifying Course/Class Fees to Align with New Instruction Modes

There are three methods to charge class fees in ctcLink: Class Fees, Course Fees, and Equations.

Class Fees

Class fees are assigned to specific class sections. With the changes to the "Online" instruction mode, we want to ensure that all colleges review their class fees to ensure that **IF** the class section has a class fee attached because of its modality being OL that the class section's new modality.

To restate the plan, **online** will now be broken out into four (4) separate modality codes:

1. Online Asynchronous
2. Online Asynchronous w/In-Person Activities
3. Online Scheduled
4. Online Scheduled w/In-Person Activities

Example

Class section 1A for Information Technology 101 is offered online and has an associated $30 class fee due to the class being offered online. The college is swapping from the old **Online** modality code for this section to **Online Scheduled**. The college will need to review whether the new modality of "Online Scheduled" still qualifies this class section to receive the $30 class fee.

It may be that:

a. colleges have all four new modalities qualify for any fee associated with the old modality of online, *or*

b. only certain modalities are equivalent to the old modality (in terms of class fees).

This is something each college will need to determine. Colleges should have internal conversations to determine how the fees translate from a single modality to the four new modalities.

Class fees scenarios

Let's walk through the different scenarios and which steps need to be taken with each.

Scenario 1: A one-to-one relationship

In this case, you'll need to change nothing on the class fees pages. If your new modality, for example Online Asynchronous, should have the same fees as the previous modality of Online then colleges should leave things as they are when it comes to the class fees configuration.

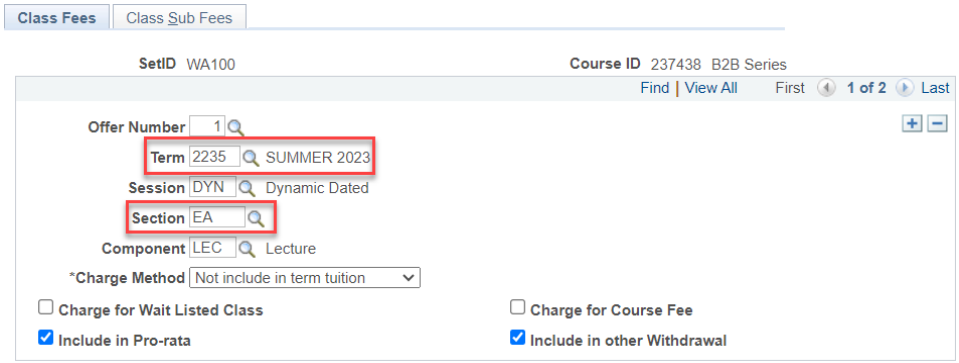
Scenario 2: A fee no longer to be charged

In this case, if a class is reclassified under one of the new modalities and that new modality does **not** qualify for the fee that was being applied to the Online modality, colleges will need to "remove" the fee.

If a term has not yet had its tuition calculation turned on for a given quarter, the method for removing a no longer needed class fee will be to simply delete the fee for the desired term(s).

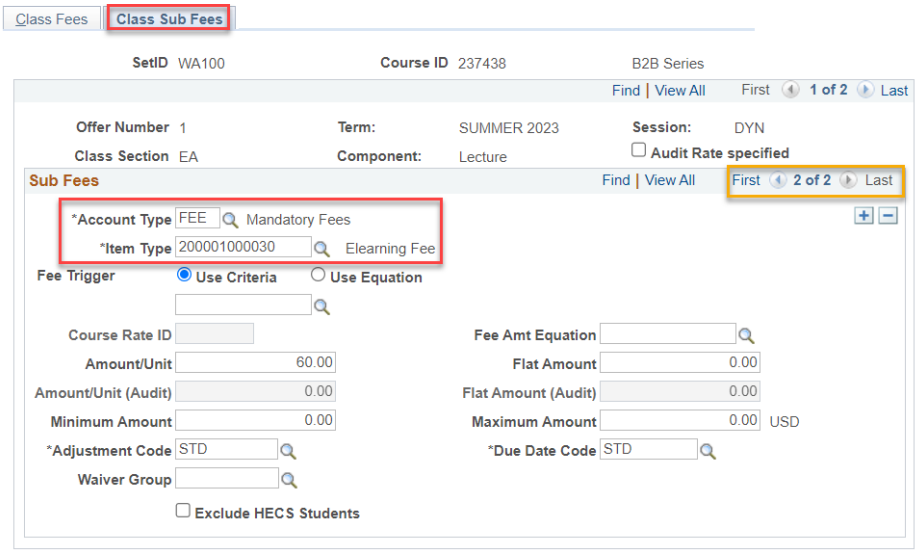
a. You'll need to go to the class fees page (Setup SACR > Product Related > Student Financials > Course & Class Fees > Class Fees)

b. Once you select your class, you'll be brought to the page below. Be sure to navigate to the correct term and class section:



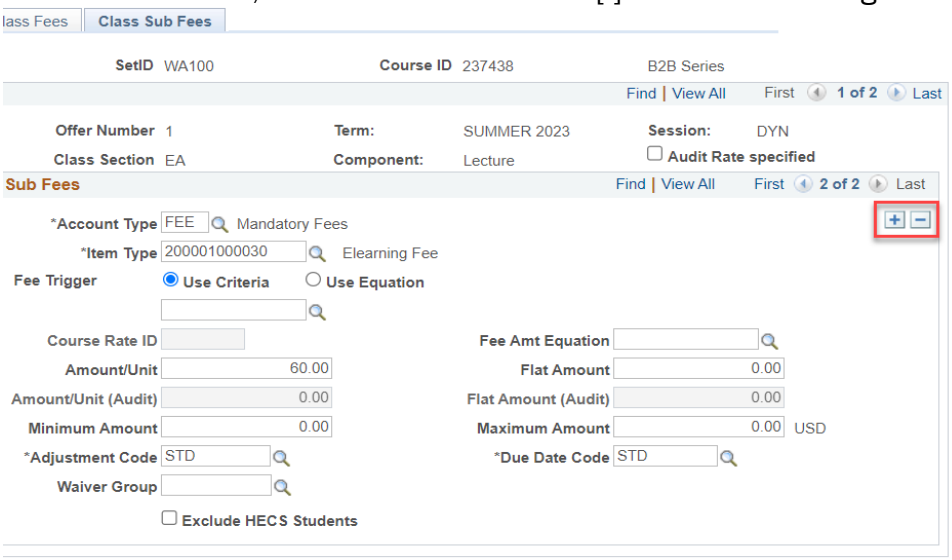
c. You'll then navigate the second tab (Class Sub Fees) and review the attached fees to find the fee associated with modality Online. Our example here is an eLearning fee that was related to Online, but say it now no longer qualifies for the fee due to the change in modality. Be sure to look through each fee attached to the course if there are multiple, the yellow box shows where you can search through multiple rows of fees for the same term/class session.

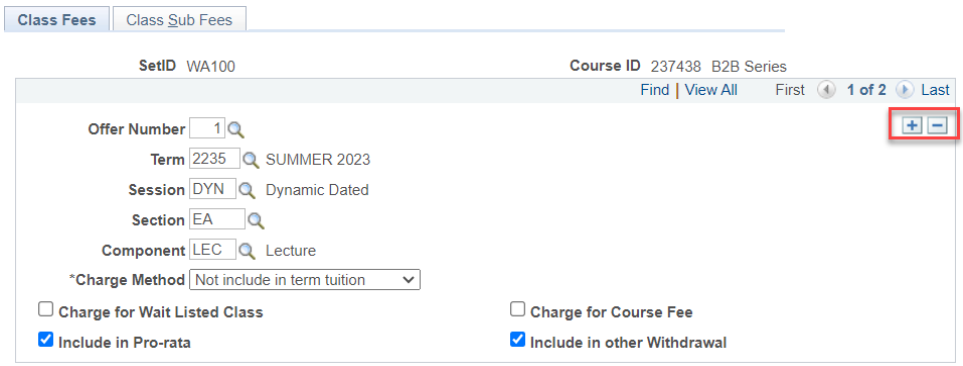
d. Once you've found the fee that needs to be removed, **if there are multiple fees on one class section**, delete out the fee by using the subtract [-] button shown in the image below:



e. If there is only a single fee on the class section you need to remove the fee from, you'll need to navigate back to the first tab (Class Fees) and remove the row; making sure you double check the class section before you do.

To remove the row, select the minus button [-] shown in the image below then save.





NOTE: Steps **d** and **e** are to be used in two different situations.

Again, step d is to be used in the case where a class section has multiple fees attached while step e is used when there is only a single fee attached to the class section. Performing one or the other will result in either orphan/incomplete data being stored or the removal of fees that need to remain attached to the class.

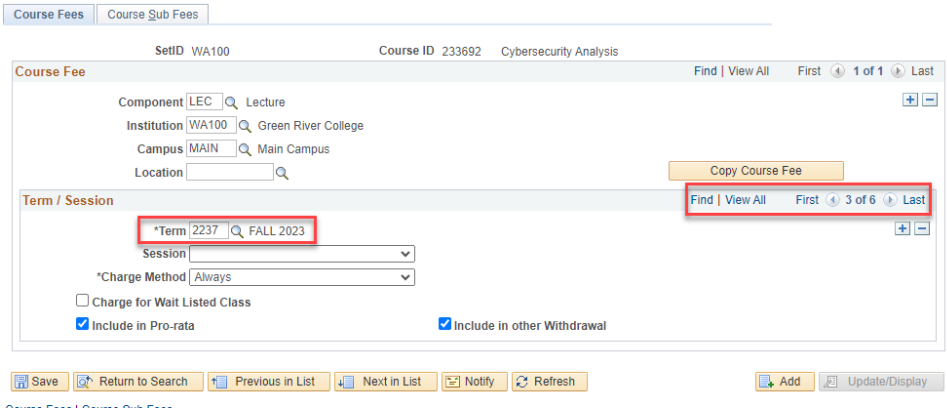
Course Fees

Another piece of configuration to review carefully is the Course Fee.

The steps to review and edit the configuration will be almost identical to the class fees. Same as the class fees, the removal of a fee all depends on if the course's new modality still qualifies it to be able to charge the course fee. If the modality change no longer qualifies the course for the fee, colleges will need to remove the fee following the instructions below.

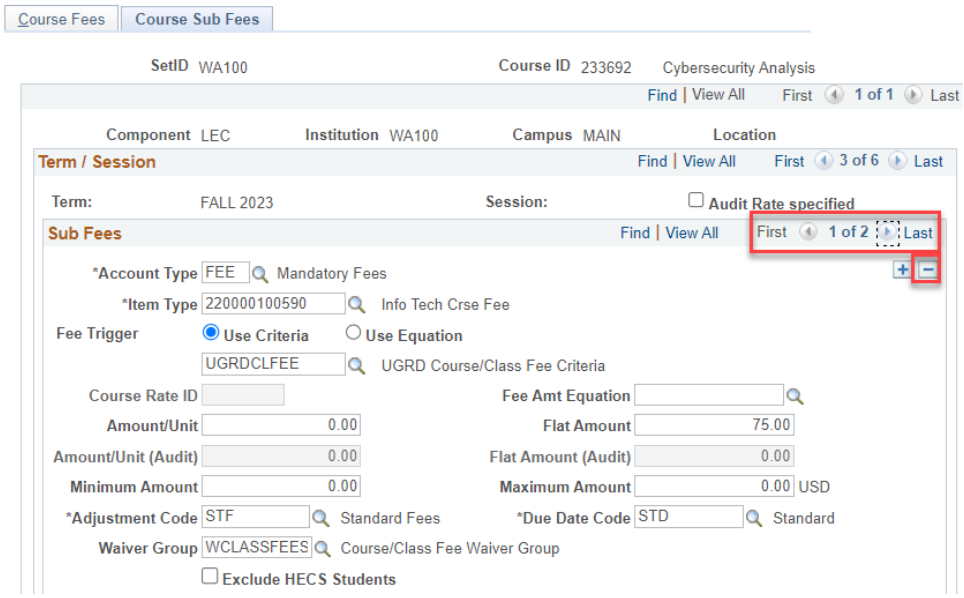
a. Navigate to the course fees page: Setup SACR > Product Related > Student Financials > Course & Class Fees > Course Fees

b. Like the class fees, you'll need to find the course ID for which you want to remove the fee. Unlike the class fees page, the course fees do not separate fee by section and because of this you need to simply be sure you navigate to the correct term(s) to edit.



c. Once you've identified the correct term, navigate to the second tab of the course fees page (Course Sub Fees). On this page ensure you are looking at the correct fee, if there are multiple fees attached to the course. If there are multiple fees attached, you will

need to delete out the desired fee that no longer should be charged using the [-] button highlighted below.



d. If there are not multiple fees, as shown in the image above, then you'll simply need to delete out the course fee. To do this, you'll navigate to the first tab, Course Fees, and select the [-] button shown below to delete out the fee for the desired term.

Equations

If your institution is one of the nine (9) that uses equations for course and class fees, please submit a ticket to collaborate with the Student Financials team on implementing this enhancement.

Please use the request type: ctcLink Support > Student Financials > SF: Term Course/Class Fees and include "Instruction Mode – EQ updates WA###" in the subject line.

We will respond promptly to schedule a meeting to ensure timely implementation.

Initial Tuition Calculation Date for Summer Term

An **important date** to keep in mind for updating your summer term class/course fee equations is the **initial date for tuition calculation in your summer term.**

Please consider this date while scheduling crucial configuration updates.

SBCTC has organized work sessions and is available to support colleges in ensuring all fees and equations are updated. This ensures that during your first tuition calculation, student balances are accurately accounted for.

We aim to collaborate with you before the end of March to use the PCD testing environment for additional validation if needed.

Helpful Queries

Query	Notes
QCS_SF_CLASS_FEES_BY_TERM	• Updated to include INSTRUCTION_MODE in the output. • Prompts for STRM

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Washington State Board for Community and Technical Colleges