

# Academic Calendar

Taawun is very **date driven** for courses and enrollments. It's a key foundation block.

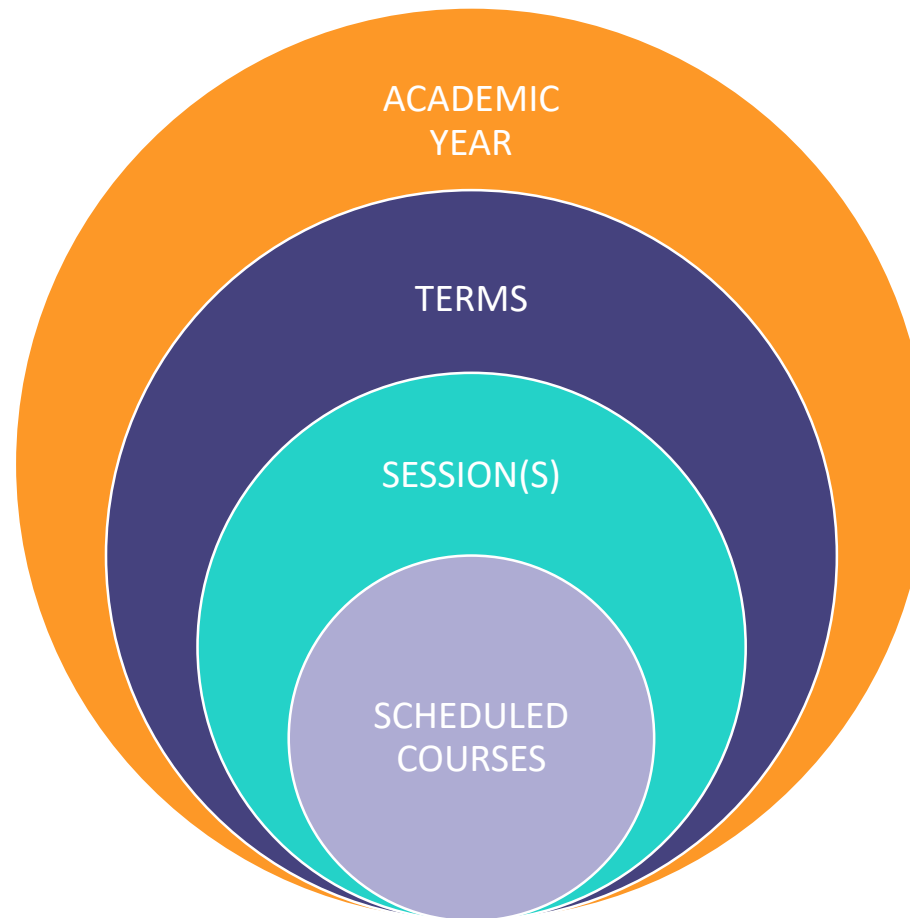
## Suggested Defaults/Formats:

Year: xxxx-xxxx

Term: Fall, Spring or Summer (Winter if offered)

Session: FA, SP, SU (WI if offered)

Fee Earned Dates:  
For Fall 11/15/XX  
For Spring 3/15/XX  
For Summer 7/15/XX



In order to either offer courses or enroll your students in provider courses, you must set up an academic calendar for each term with one session.

# Academic Calendar: Year/Term/Session

- ▶ Create an academic year that runs from fall through summer, i.e. 09/01/23 to 08/31/24

Online Tawuun Instructions at : <https://www.notion.so/Provider-Calendar-Management-a20540ee91b04fe6b0164f286d503a6a>

# Academic Calendar:

**Academic Year**

Select Academic Year:

2022-2023 (Aug 22, 2022 – Jul 29, 2023)

+ Add New Academic Year

**Semesters**

+ Add New Semester

**Fall** Start Date: Aug 22, 2022 End Date: Dec 17, 2022

Hide Sessions ^

+ Add New Session

Session: FA Start Date: Aug 22, 2022 End Date: Dec 17, 2022

Additional Info: Registration Start: May 1, 2022 Registration Deadline: Aug 22, 2022 Fee Earned: Nov 15, 2022 Drop Deadline: Aug 29, 2022 Withdrawal Deadline: Aug 29, 2022

# Academic Calendar:

- ▶ Access from Right Menu = “Calendar”
- ▶ If doesn't already exist, enter Academic Year in xxxx-xxxx format. The Academic Year starts with fall and ends with summer so it will span two calendar years, i.e. 2025-2026
- ▶ Create a Term (Noted as Semester) for each for Fall, Spring and Summer. You may also have a Winter term, particularly if you are a quarter university.
- ▶ Each Term(Semester) must have at least one associated Session. If you only have one session enter FA for fall, SP for spring and SU for Summer. If you have a Winter term, enter WI for Winter Session. You may also enter your own university session codes if they exist. If you offer more than one session in a term, enter each session with a new code (i.e. FA01, FA02, etc.).
- ▶ You will be prompted/required to enter the following dates so have them ready:

Start of year and End of year

Start of Term/Semester/Quarter, End of Term/Semester/Quarter

Start and End of Session

Registration Start, Registration Deadline

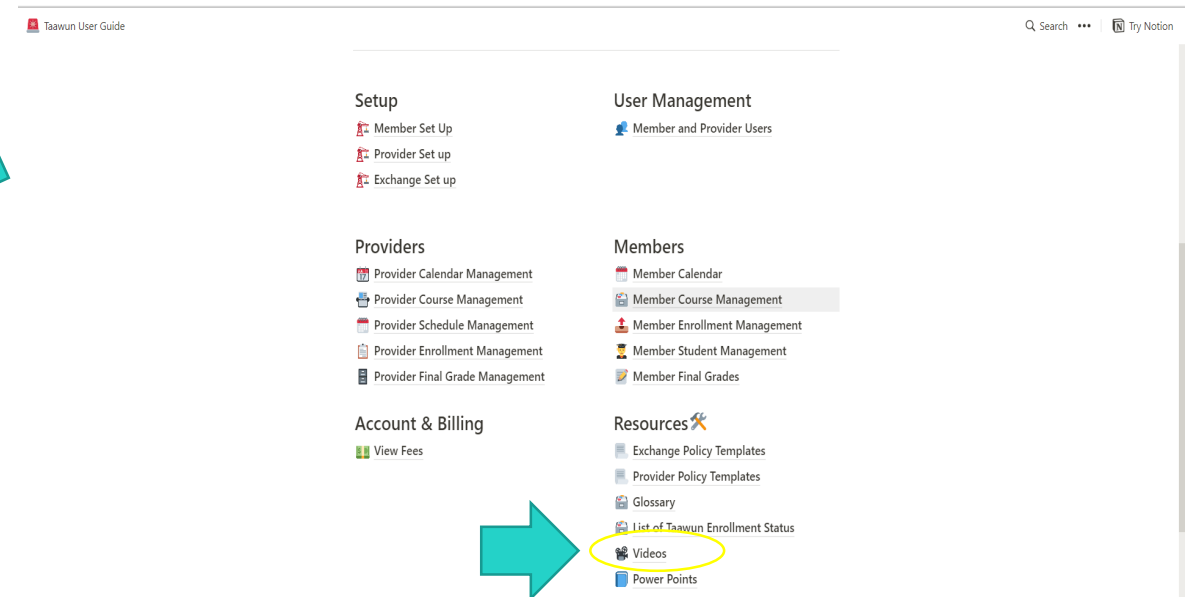
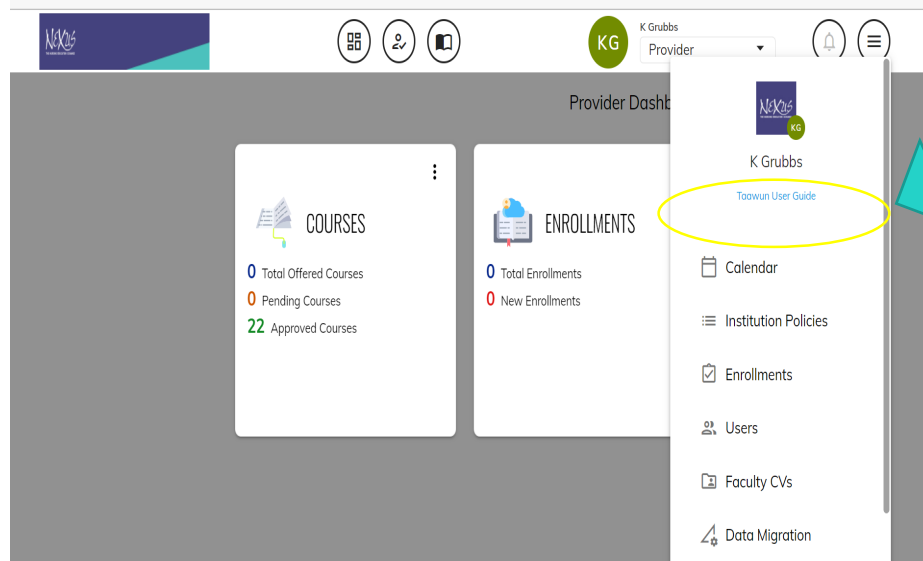
Fee Earned Date (see NEXus recommendation on first slide)

Drop Deadline

Withdrawal Deadline

# Resources

- ▶ <https://winnexus.org/membersonly/>  
Password = NEXus2006
- ▶ Direct: <https://winnexus.org/taawun-database-resources/>
- ▶ nexus@ohsu.edu
- ▶ Tawuun User Guide, including Short Videos



# Recorded Training Video

▶ Meeting Recording from Training (Day 1)

<https://ohsu.webex.com/ohsu/ldr.php?RCID=669f1257153f3a3986295142786cfb2e>

Password: QrMPy4Pm

0-2:43 Introduction

2:44-5:50 Roles in Taawun (Member vs. Provider)

7:00-12:24 Tour of Main Page and Menus

12:25-22:10 Academic Calendar

Ends about 27:00

28:55 Bonus materials Begin: Peak at a student record, course record, more on Member vs. Provider

40.30 How to enter a Faculty Member