

Course Registration: Set-up – How to Define a Session

<i>Speech</i>	<i>Cursor Actions</i>
<p>Before watching this video, watch these:</p> <ul style="list-style-type: none"> • How to Define Supplementary Items • How to Define a Course • How to Set Up Forms 	Slide showing list of suggested How-to videos
In Sumac, a Session is the delivery of a course at a particular time. For example, you may offer a Fall Session of a Course, then offer that same Course again for a Spring Session.	Slide illustrating Fall Session of Course and Spring Session of Course
Alternatively, perhaps a course is taught in a facility that allows only ten students at once. You may run three sessions of the same course during the same time period to train up to 30 students.	Slide illustrating second example: Fall Session A, Fall Session B, Fall Session C
To add a new Session, click Utilities, Customize Database, and Lookup Lists.	Show console. Expand Utilities, Customize Database, Lookup List
Choose the Area: Course Registrations,	Choose the Area: Course Registrations
then choose the Lookup List: Sessions	Choose the Lookup List: Session
Click New to define a new Session.	Click New
First choose the Course for which this Session is offered.	Choose Course “Science 101”
You can enter a Session Code if you wish as well.	Enter Session Code: Fall SCI 101
If you are integrating Sumac's Course Registrations with your website, the Course List URL field holds the URL for a page on your website where a student clicks to get more details about this particular session.	Point to Course List URLq
You can specify up to four teachers who are associated with this particular session.	Point to Teacher fields
Enter the Session Start and End dates to define when the session starts and ends.	Enter Session Start Date “2015-09-07” Enter Session End Date “2015-12-18”
You can also specify the Session Start and End times.	Enter Session Start Time “10:00 a.m.” Enter Session End Time “1:00 p.m.”
To indicate when students are able to register for this session, specify the Registration Start and End Dates.	Enter Registration Start Date “2015-08-03” Enter Session End Date “2015-09-04”
If necessary, specify a certain time of day the registration begins,	Enter Registration Start Time “8:00 a.m.”

and ends.	Enter Registration End Time “12:00 p.m.”
You can specify the minimum number of students required to run this course, and the maximum number of students who can be registered. These numbers are for internal use. Then next field lets you impose a different limit on students registering on your website.	Point to “Minimum Students (internal)” Point to “Maximum Students (Internal)” Point to “Max Students (Web)”
If you are integrating Sumac's Course Registration with your website, Maximum students (Web) indicates the maximum number of students who can register online.	
When a session is marked as locked or inactive, it no longer appears when trying to register students.	Point to Locked/Inactive.
If this session is part of a stream, put a check mark here.	Point to “Stream Registration Required”
Enter the Total Fee for this session here.	Enter “\$100”
If there are any surcharges, like taxes, which apply to this session, choose the correct surcharge here. Surcharges are a separate Lookup List, and you can define whatever Surcharges you need.	Point to Surcharge Type field.
If there is a minimum deposit required for students to register for this session, enter the amount of the minimum deposit here.	Enter “\$50”
If you are using Sumac Ledger Entries, choose an Account for registrations to this session. Any registrations will be ledgerized using this account.	Choose Account here
If your planning processes entail budgeting numbers of students or numbers of student-hours, you can enter both planned and actual figures here.	Point to Budgeted Students and Class Time and Actual Students and Class Time
Specify any Forms that need to be filled in by a student registering for this session. You can define whatever Forms are necessary.	Forms: Click Add, select Form to be filled in
If there are standard documents that should be sent to a student registered for this session, you can list them here.	Point to Documents to send to students.
If this session allows for promotional pricing, then you can specify the applicable discount code here. You can use the Discounts lookup list to define whatever Promotional Codes you'd like to offer.	Point to Promotional Codes.
Some sessions require a student to buy extra things, perhaps materials, books, safety equipment, or clothing. These items can be listed here. Check out more Sumac How-to Videos to learn how to create your own list of Supplementary Items, if necessary.	Choose a Supplementary item
Click OK to save this Session.	
<i>You should now move on to more training videos to learn more about setting up Course Registrations in Sumac!</i>	Slide: “Move on to 'Course Registration Setup – How to Define Classes”

