# Semester Import
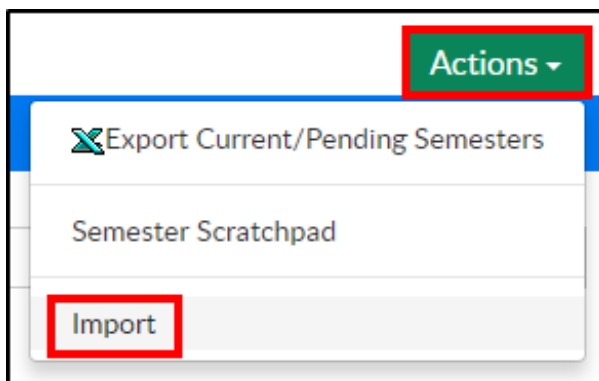
Semester Imports are used to import semester details into the system, such as semester name, dates, category information, etc.

## How to Import Semester Information

1. Click Setup and select Semester
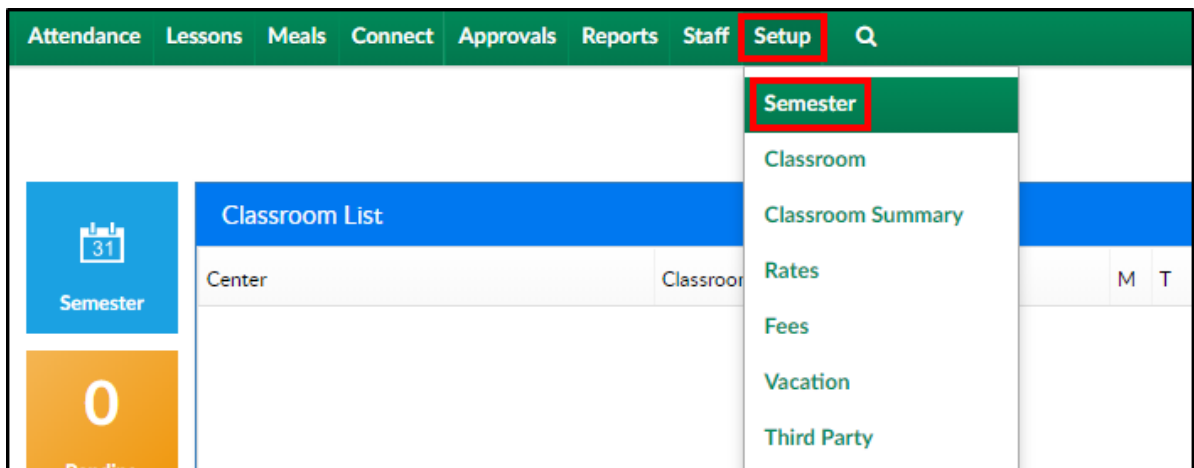


2. Click Actions then select Import



3. Click Choose File to attach the Excel spreadsheet

4. Select the version of the upload being used. See import versions below

5. Overwrite Existing

    - Yes - overwrite the existing data with the new data

    - No - add this data in addition to previous data

6. Click Import

# Import Versions

There are three different import files that can be used to import Semesters. Below is a list of fields each import contains and an example of the import.

## Version 1

Version 1 Import contain the following column titles. Click here for an example: Semester Import - Version 1.xlsx 📎

- Semester Description
- Semester Year
- Semester Start Date
- Semester End Date
- Category Name
- Category Registration Type
- Category Description
- Category Online Description
- Program Name
- Program (Online) Description
- Program Registration Fee
- Program Billing Period
- Room Semester Center
- Room Semester Activity Code
- Room Semester Registration Unlock Code
- Room Semester Extra Information
- Room Semester Capacity
- Room Semester Enrollment Start Date
- Room Semester Enrollment End Date
- Room Semester Registration Fee

## Version 2

Version 2 Import contain the following column titles. Click here for an example: Semester Import - Version 2.xlsx 📎

- Semester Description
- Semester Year
- Semester Start Date
- Semester End Date
- Category Name
- Category Registration Type
- Category Description
- Category Online Description
- Program Name
- Program (Online) Description
- Program Registration Fee
- Program Billing Period
- Room Semester Center
- Room Semester Activity Code
- Room Semester Registration Unlock Code
- Room Semester Extra Information
- Room Semester Capacity
- Room Semester Enrollment Start Date
- Room Semester Enrollment End Date
- Room Semester Registration Fee

## Version 3

Version 3 Import contain the following column titles. Click here for an example: Semester Import - Version 3.xlsx 📎

- Semester Description
- Semester Year
- Semester Start Date

- Semester End Date

- Category Name

- Category Registration Type

- Category Description

- Category Online Description

- Program Name

- Program (Online) Description

- Program Registration Fee

- Program Billing Period

- Room Center ID

- Room Semester Activity Code

- Room Semester Registration Unlock Code

- Room Semester Extra Information

- Room Semester Capacity

- Room Semester Enrollment Start Date

- Room Semester Enrollment End Date

- Room Semester Registration Fee

- Room Semester Teacher First Name (Teacher ID)

- Room Semester Teacher Last Name (Teacher ID)

- Room Semester Teacher User ID (Teacher ID)

- Room Semester Vendor Email (Contact Email)

- Room Semester Teacher Type (Teacher ID)

- Room Semester Minimum Capacity

- Room Semester Staff Admin User ID

- Room Semester Grade From

- Room Semester Grade To

- Room Semester Program From Time

- Room Semester Program To Time

- Room Semester Monday

- Room Semester Tuesday

- Room Semester Wednesday
- Room Semester Thursday
- Room Semester Friday
- Room Semester Location Name
- Room Semester Gender Restriction
- Program Sequence Number
- Category Group ID
- Room Semester Program From
- Room Semester Program To
- Semester Late Fee
- Semester Late Fee Date
- Room Semester Early Enrollment Start Date
- Room Semester Early Enrollment End Date
- Room Semester Early Enrollment Fee
- Room Semester Sibling Fee
- Room Semester Extra Sibling Fee
- Room Semester Early First Sibling Fee
- Room Semester Early Extra Sibling Fee
- Program Default Revenue Type
- Program Deferred Revenue Type
- Program Finishing Text
- Program Age From
- Program Age To
- Program Room Ratio