

## Changing Spring Quarter Start and End Dates in FAM

Here are the steps you need to take to change your Spring Quarter dates in FAM and report Pell and Direct Loans correctly.

### Changing the Dates on the Session Code

There are 2 locations in FAM where you will need to change the dates for Spring Quarter – the Create Sessions page and the Import Session page. Both of these can be found by going to Application Setup and then New Year. Locate B904 on each page and click the edit icon. Change the begin date and the end date if your spring quarter ending date is changing also. Click Save and Go Back when done.

### Pell Reporting

Report Pell spring quarter disbursements as normal.

### Direct Loan Reporting

If you use FAM to process Direct Loans and your spring quarter dates are changing, there are updates that need to be done to loan periods, spring quarter disbursement dates and their Payment Period Start Dates. Please follow these steps to update your loan records.

1. If you are changing your spring dates AND the spring disbursement dates, change the Disbursement Date(s) for B904 Direct Loan Disbursements by going to the Direct Loan configuration page (Application Setup; Direct Loan config). NOTE: If you are changing your spring date but not the spring disbursement date, you do not need to change anything on the Direct Loan Configuration page.
  - a. Bring up the 2019-20 year by changing the Loan Period drop down list to 2019-20. This is located in the Anticipated Disbursement section in the middle of the page.
  - b. Change the B904 disbursement dates if the current disbursement date is 10 days prior to the new quarter start date.  
COD will reject disbursement record that have a disbursement date that is before 10 days prior to the start of the loan period with edit 050.
  - c. For one quarter spring loans, you may need to also change the 2<sup>nd</sup> disbursement date for spring.

2. On existing loans that start and end with spring, the Financial Award Begin Date and Financial Award End Date needs to be updated to the new Spring Quarter date(s). You can identify students with spring quarter loans by running an Award Inquiry for B904. You can then use that report to identify the students with loans for just spring quarter.
  - a. Update the Financial Award Begin Date and Financial Award End Date (if spring end date changed) on the student's origination record.
  - b. Change the Change Loan Origination Status to 'Ready to Transmit' for any record you have manually updated
  - c. If you have a substantial amount of loans that start with spring quarter, you can submit a request to have the DBA update those dates. Send an email to [support@sbctc.edu](mailto:support@sbctc.edu) if you would like that done.
3. If your spring quarter start date changed, the Payment Period Start Date on the disbursement record needs to be changed to the new date for students with loans that include spring quarter. **Note: DO NOT CHANGE the DRI to 'True' for spring disbursements prior to the dates being changed.**
  - a. Update the Payment Period Start Date (Pymt Per Start Date) date in the Disbursement section to the new spring quarter date. The Status will automatically change to 'Ready to Transmit'.
  - b. If you have a substantial amount of loans where the Payment Period Start Date needs to be changed to your new spring quarter start date, you can submit a request to have the DBA update those dates. Send an email to [support@sbctc.edu](mailto:support@sbctc.edu) if you would like that done.
4. If you changed the B904 disbursement dates(s) on the DL Config page, then the spring disbursement date(s) need to be changed for students with loans that include spring quarter. **Note: DO NOT CHANGE the DRI to 'True' for spring disbursements prior to the dates being changed.**
  - a. Update the Date for the spring quarter disbursement in the Disbursement section to the new spring quarter disbursement date. The Status will automatically change to 'Ready to Transmit'.
  - b. If you have a substantial amount of loans with spring quarter disbursement date(s), you can submit a request to have the DBA update those dates. Send an email to [support@sbctc.edu](mailto:support@sbctc.edu) if you would like that done.
5. If your spring quarter end date has changed, the Financial Award End Date and the Academic Year End Date needs to change for all loans.
6. Once these dates have been changed, submit the records to COD. After loading the response file, then you can change the DRI to 'True' no earlier than 10 days prior to the start of the start of spring quarter's new start date.

**Note:** if you have circumstances where the dates for students in a specific program do not follow the normal dates, please work with the Legacy support team on what records may need to be updated.