## 3.1 Create a Semester

Add a new semester to the system, with the option of importing previous semesters professor data.

### 3.1.1 Description

An Office Administrator who has been authenticated can store faculty information through importing a registrar’s file during the creation of a new semester or importing a registrar’s file to an existing semester, or modifying an existing semester’s data fields.

### 3.1.2 Functional requirements

From the Semester List page, an Office Administrator will be able to add a new semester.

The option of importing one of the last two semesters professors information (everything except courses) will be made clearly available to the Office Administrator during this process.