## 3.5 Generate FIC Report

Upon creating a new semester, importing to an existing semester or editing an existing semester.

### 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

Text