

How to Set up the Class Schedule When One HCC College (i.e. Owner College) is Offering Classes at another HCC College's Campus (i.e. Host College)

The process below will give the section count and the student count to the Owner College while also insuring facility coordination with Ad Astra for the Campus building/room/meetings. This setup insures that the scheduling is in accordance with what is really happening in reality. Once the schedule is setup as designated below, this setup should never be changed throughout the semester to insure accuracy in reporting, budgeting, etc.

Step 1

On the Basic Data page of "Maintain Schedule of Classes," Owner College/Department (i.e. who schedules and pays for the class) sets Campus (i.e. College) to its own College. Owner College/Department sets Location field to "Off Campus." Owner College sets Academic Organization to its own program's code to insure correct budgeting/funding. This setup will allow the section count and the student count to go to Owner College.

The screenshot displays the 'Maintain Schedule of Classes' interface. The left-hand navigation menu includes 'Schedule of Classes' with sub-options like 'Reports', 'Class Search', and 'Maintain Schedule of Classes'. The main area shows the 'Basic Data' tab with the following information:

- Course ID: 100926
- Academic Institution: Houston Community College
- Term: Summer 2011
- Subject Area: RNSG
- Catalog Nbr: 1343
- Course Offering Nbr: 1
- SCH Nursing, RN Training
- Complex Concepts/Adult Health

The 'Class Sections' section is expanded, showing:

- *Session: S10 Summer - 10 Weeks
- *Class Section: 0002
- *Component: LEC Lecture
- *Class Type: Enrollment
- *Associated Class: 2 Units: 3.00
- *Campus: HS HS
- *Location: 0008 Off Campus Coleman College
- *Academic Organization: 0566402 Associate Degree Nursing
- Academic Group: WFED Workforce Education
- *Holiday Schedule: STS Staff Holiday Schedule
- *Instruction Mode: WE Web Enhanced
- Primary Instr Section: 0002

Additional options include 'Add Fee', 'Schedule Print', 'Student Specific Permissions', 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', and 'GL Interface Required'. The 'Class Topic' section at the bottom includes a 'Course Topic ID' field and a 'Print Topic in Schedule' checkbox.

Step 2

On the Meetings page in "Maintain Schedule of Classes," Owner College sets the Facility ID to the Host College (i.e. where the classes are taking place) campus building and room number. This setup will insure coordination of facilities for that campus in Ad Astra.

The screenshot displays the HCC (Houston Community College) web interface for maintaining class schedules. The 'Meetings' tab is selected, showing details for Course ID 100926, Academic Institution Houston Community College, Term Summer 2011, Subject Area RNSG, and Catalog Nbr 1343. The Class Sections table shows Session S10, Class Section 0002, and Component Lecture. The Meeting Pattern section is highlighted with a red box, showing Facility ID ESIDLEC, Capacity T, and Start/End Dates 06/06/2011 to 08/14/2011. The Instructors For Meeting Pattern table shows one instructor with ID [redacted] and Name [redacted]. The Room Characteristics table shows one room characteristic with Quantity 1.

Session	Class Section	Component	Class Nbr	Event ID
S10	0002	Lecture	82688	000289832

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
ESIDLEC	T		9:00AM	2:00PM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/06/2011 - 08/14/2011

ID	Name	*Instructor Role	Print	Access	Contact	Job Code
[redacted]	[redacted]	Instruct	<input checked="" type="checkbox"/>	Post		

*Room Characteristic	*Quantity
[redacted]	1