

TO: College and Career Readiness Directors, LEIS Data Specialists, and Chief Academic Officers

FROM: Jessica Rieger, Director of Federal Program Performance & Accountability

SUBJECT: Guidance on Coding and Attendance for Contact-Hour Classes Offering Synchronous Online Participation

DATE: December 10, 2025

College and Career Readiness (CCR) providers have requested clarification regarding CCR contact-hour courses (BSP 2000) that began the fall term as fully face-to-face but have recently added the option for students to attend synchronously online (Microsoft Teams/Zoom/Google) in response to increased student demand and local community circumstances. CCR providers have asked whether such courses should be rebuilt in the ADVANSYS system to reflect a new instructional modality or whether documentation within the class file is sufficient.

Based on State Board Code 1G SBCCC 200.94(b), and consultation with NCCCS Compliance Services, CCR providers are advised of the following:

1. BSP 2000 courses must be coded as traditional, face-to-face sections. HyFlex is not an appropriate designation for BSP 2000 courses at this time.
2. CCR providers must include a memo in the class closeout file explaining the following:
 - Students had the option to attend face-to-face or synchronously online.
 - As of [insert date], students were offered the option to attend synchronously online through Microsoft Teams/Zoom/Google. *(This note is only required if the synchronous online option was added after the section had already begun.)*
3. Attendance must continue to follow existing CCR contact-hour policy. Both paper sign-in sheets (for face-to-face students) and online attendance records (for synchronous online attendees) may appear for the same session. The memo described above will assist the Compliance Services team with understanding the presence of both record types.
4. CCR Providers must enter *all* synchronous attendance—whether the student attended face-to-face or via Microsoft Teams/Zoom/Google—into the face-to-face (F2F) attendance box on the ADVANSYS “Enter Hours” screen.

As a reminder, BSP 2000 courses may not exceed designated instructional time. If a scheduled class meeting time is canceled, no hours should be recorded for that day.

CC: Dr. Brian Merritt, Senior Vice President and Chief Academic Officer
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