Item	Contact Hours Class	Membership Hours Class
Combined Course Library	Any CCR course listed on the CCL can be built as a contact hours course. When you select your class, you need to have in mind the course hours because you cannot build a section for more than the max hours in the CCL for a section.	Any CCR course listed on the CCL can be built as a membership hours course; **except, BSP-2000**. When you select your class, you need to have in mind the course hours because you cannot build a section for more than the max hours in the CCL for a section.
Membership Hours Field (ADVANSY	The Membership Hours field in ADVANSYS can be used to post the total number of class hours (including online and seated) regardless of if Contact or Membership course. However, If the Membership Hours field is left blank when building a contact hours sections in ADVANSYS, section hours are set to the state recommended hours, not the actual class hours which is also okay since contact hours will only report attendance hours associated with the students.	Use the Membership Hours field in ADVANSYS to post the total number of class hours (including online and seated). This is the number that will go to SOFF in Colleague. This will be the number of hours that will be reported per student who attended or before census.
Census Date	No Census Date	Census date is calculated from the Membership Hours Field in ADVANSYS and populated in Colleague (SRGD form) after integration. Currently, ADVANSYS is only programmed to do seated (10%) and online census (total number of hours divided by 4). ADVANSYS: Class Enrollment Report displays the Census date. *Note:* Census date for hybrid and blended (local policy), will need to manually update in Colleague after class ends (closed in ADVANSY) since there is not a state policy (it is a local decision). Colleges need to be constant.
CEUs	No CEUs	CEUs are calculated from the Membership Hours field in ADVANSYS and should be integrated into Colleague. Membership hours/10 = 1 CEU field in Colleague. No visible in ADVANSYS only in Colleague (SECT form)
Type Field (ADVANSYS Field)	<u>**ADVANSYS Options**</u> ABE/ASE 1020 ESL 1050 *C Contact Hour Course* will be integrating in Colleague (SFIN screen/Funding Acctg Method Field)	<u>**ADVANSYS Options**</u> Membership 1060 Membership ABE/ASE 1070 Membership ESL 1070 **M Membership Hours Course** will be integrating in Colleague **(**SFIN screen/Funding Acctg Method Field)

	A	B	C
7	**Sign in/out sheets**	It is needed because Title II needs to be able to show that there are sufficient hours between pre and post-testing of students.	There should still be sign in/out sheets for the CCR membership classes because Title II needs to be able to show that there are sufficient hours between pre and post-testing of students. These sign in sheets should correspond to the student's entering date to the CCR membership class.
8	**Class Enrollment Report (ADVANSY**	The seated hours shown for contact and membership classes in ADVANSYS.	The seated hours shown for contact and membership classes in ADVANSYS.
9	**Colleague Print Grade Roster**	Seated Hours are listed	Strike through the hours (e.g., 0.0), add the correct number of hours (Class hours miltiplied by the number of students meeting census)
10	**BSP Membership Courses Closeout Workflow**		Currently, ADVANSYS is only integrating seated time into Colleague (Grade Roster). The following is recommended until adjustments are made to avoid the hours issue. •Make sure students attended on or before the census. If there is no attendance, put a ServiceNow ticket to delete the student (s) registration form the course in ADVANSYS. •Make sure all attendance is recorded and approved. •Grade and finalize (closed) your class in ADVANSYS. This will help to stop the integration. •Update your hours in Colleague on SOFF to reflect the total class hours. •Update the class census date if needed. •Verify CEU's •Review your XCES for accuracy. •Print your Grade Roster by adding "No" in the Show Contact Hours field.
11	**Overlap**	•If the is a student overlap between two Membership courses, only one class can be reported. •If there is a student overlap between a Membership and Contact hours classes, only the hours overlapping in the contact hour class will be deducted. The overlapping student and class will be	