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Canceling or Updating a Contact or Membership Class In ADVANSYS

Section Updates might affect the following:

- Dates (start and/or end)
- Meeting days
- Term
- Class Hours
- *Census
- *CEUs
- Students STAC record
- Payroll

*Census and CEUs are only applicable if **Type or Funding Acctng Method** is **Membership**.

1. **Cancel a Section and Transfer Students to a New Sections:** if class meetings dates and hours change; students have been placed in the class; and **attendance has not been** recorded; do the following:

ADVANSYS Workflows (ADVANSYS/Support/Downloads)

- How Do I: Copy a Class
 - How Do I: Copy Students
- a. Print the **Attendance Roster** from ADVANSYS and **Section Roster (SROS)** from Colleague.
 - b. Go to **Class Management** tab
 - c. Go to **Class list**
 - d. Search for the course
 - e. Click on **Copy a Class**
 - f. Search for the original course
 - g. Click on the Students icon
 - h. Click on **Transfer/Copy Students to a Different Class**
 - i. Click on the new class
 - j. Check the box to Transfer of Copy
 - k. Add the Start Date
 - l. Select **Transfer All Students**
 - m. Search for the original class under Class List (**Class Management** Tab)
 - n. Scroll down.
 - o. Click on **Cancel/Delete** the original class.
 - p. Review/Update payroll accordingly (Colleague)
 - q. Record attendance as needed (new section).
 - r. Grade class as needed (new section).
 - s. Make a memo in the compliance files to note, "Section (#) cancelled on ____ date because _____. New section (#) was built and students transferred."

2. Update the Section Class Meetings and Hours in ADVANSYS: If students have been placed in the class; and **attendance has been** recorded; do the following if applicable:
 - a. **ADVANSYS:** Update the applicable class information.
 - Start and/or End Date
 - Class Hours
 - b. **Colleague:** go after integration runs and see how it came over to know if it is calculating correctly.
 - Start Date and/or End Date (**SECT**)
 - Class Hours (**SECT**)
 - Census (Registration Date Ranges—**SRGD**) **–Only applicable if Type or Funding Acctng Method is Membership.**
 - CEUs (SECT) **–Only applicable if Type or Funding Acctng Method is Membership.**
 - c. Review/Update Students' **STAC** record in Colleague if applicable.
 - Placement date
 - **Start** and **End Date** if applicable.
 - CEUs **–Only applicable if Type or Funding Acctng Method is Membership.**
 - d. Review/Update payroll accordingly in Colleague.

3. Update the Section Format in ADVANSYS if students have been placed in the class and **attendance has been recorded**, please do the following if applicable:
 - a. Print the **Attendance Roster** from ADVANSYS and **Section Roster (SROS)** from Colleague.
 - b. Submit a **ServiceNow** ticket asking to delete the attendance or to unlock it, so you can delete it.
 - Class Information
 - Student's name
 - ADVANSYS ID number
 - Date(s) of attendance
 - c. Go to **Class Management** tab
 - d. Go to **Class list**
 - e. Search for the course
 - f. Click on **Copy a Class**
 - g. Update the new class information (dates and format).
 - h. Save**
 - i. Search for the original course
 - j. Click on the **Students** icon
 - k. Click on **Transfer/Copy Students to a Different Class**
 - l. Click on the new class
 - m. Check the box to Transfer of Copy
 - n. Add the Start Date
 - o. Select **Transfer All Students**
 - p. Search for the original class under **Class List** (Class Management Tab)
 - q. Scroll down.
 - r. Click on **Cancel/Delete** the original class.
 - s. Review/Update payroll accordingly (Colleague)

- t. Record attendance as needed (new section).
4. Make Up Missed Hours in Between the Class Start and End Date
- a. **ADVANSYS:**
 - Click on **Enter Hours**, under the **Class Management Module** on the left-hand navigation menu -or- the Hours Icon in the Class List,
 - Search for the Section
 - Select the date range for hours to be entered.
 - Enter zero in the missed day
 - Click on **Add F2F Meeting** or **Add Direct Contract at a Distance Meeting**. The system will give you a blank day to override the day. Add the new day of instruction and hours in between the class start and end date.
 - Click on **Save Teacher/ClassHours** icon.
 - b. **Colleague:** go after integration runs and see how it came over to know if it is calculating correctly.
 - Use the ADVANSYS Class Attendance Report to check.
 - Meeting Dates
 - Faculty/Payroll Hours (Faculty Section Assignment (FASC)
 - Census date (Registration Date Ranges—SRGD) **—only applicable if Type or Funding Acctng Method is Membership.**
 - Total hours (SECT)
 - Student STAC record if the following is affected.
 - Placement date
 - CEUs **(only applicable if Type or Funding Acctng Method is Membership.)**
 - c. Make a memo in the compliance file to note, "class missed on ____date" and "class made up on ____date," etc.
5. Make Up Missed Hours Outside Your Start and End Date (term change)
- Continue to use your local policy.
 - Remember, term cannot be updated in Colleague.
 - Remember, the course will be reported for FTE based on the end date of the course.
 - Make sure to create a memo to record the change.

Colleges Updating Current Section in Colleague (Colleges shifting to ADVANSYS)

In Colleague, sections were initially created (i. e. 1/3-5/30) but need to end early because colleges need to shift to ADVANSYS by 5/14. Please follow the below steps:

1. Colleague

- Update the end date on SECT
- Update the class hours SECT (SOFF) ***without*** rebuilding the calendar.
Note: if you rebuild the calendar, it will wipe out attendance already recorded.
- Update the students STAC records.
 - End date**Note:** If converted to a Membership Hours course after the section is updated, the census date will be updated. Only students registered before or on census will be reportable for FTE.
- Update payroll accordingly (use one of the following options)
 - a. Complete payroll up until the new end date (5/14). Make a note for the compliance file that *the teacher was paid from 1/3-5/14 in Colleague on XXX contract number and then from 5/15-5/30 in ADVANSYS on XXX contract number.*
 - b. Complete payroll under this section up until 5/30, make a note for the compliance file that *the teacher was paid from 1/3-5/30 in Colleague for XXX contract number and ADVANSYS XXX contract number.*
- Check FGRN on Wednesday morning (student integration will not be turned on until Tuesday) to make sure attendance is coming over correctly from ADVANSYS for the students.

Note: If the term is affected, remember that this cannot be updated; however, the course will be reported for FTE based on the end date of the course. Make sure to include this in your note for compliance. Print your Grade Roster, strikethrough the term, add the correct one, initialize and date your Grade Roster.

Remember, you ***cannot*** copy these courses in ADVANSYS since they are COCOs, and we are using the CCL in ADVANSYS. You can only copy courses initially created in ADVANSYS.