Continuing Education
Section Building Quick Guide

Revised by
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Search Options

1. Enter SECT in the Form Search field and hit ENTER or click Search.
2. In the Course Section LookUp prompt, type the course to be created using the term (if known), the four letter abbreviation, a dash, and the four-digit number (i.e. Q415 M555).

**Note: You can search by just the course name and number if you need to modify a section, but do not know the exact term (i.e. ITNW-1059)**

3. If the data entered is not in the course master file, perform a lookup by entering the first four letters and an ellipsis (i.e. ITNW...)

4. If the Alert prompt “Record not found—Reenter or Add” appears, select Add and proceed with Data Entry on page 3.
1. **If** a *Search Results* menu (this is the norm) appears, select **+Add** at the top of the screen to add a new section.

**Note:** If you need to **modify** a section, select the course section and hit **ENTER** or **Open**.

2. **If** an additional *Search Results* menu appears, this means that this course has had multiple edits. Select the **current** course and hit **ENTER**.

**Never** select a course with an end date!** (Image is just an example)

3. **Never** select a TCCH (Texas College Credit for Heroes) course if one is listed in the *Search Results* of multiple edits:
Data Entry “New Course”

1. Section: **TM###** (Main Campus) or **TH###** (Fort Hood)
   
   **Lampasas courses are built TM### since the fund will be applied to main campus**
   
   **Alert:** The CE section numbers for each course start at **TM001** on **Sept 1** through **Aug 31** of the following year. It is very important to keep track of the section numbers for state reporting and to avoid duplication.

2. **Term:** Enter the appropriate CE/Non-Credit term **if** not auto-populated (**Q115, 215, 315, 415**).
   
   a. Quarter 1 **YYYY Sept 1 – Nov 30**
   b. Quarter 2 **YYYY Dec 1 – Feb 28**
   c. Quarter 3 **YYYY Mar 1 – May 31**
   d. Quarter 4 **YYYY Jun 1 – Aug 31**
**Alert**: The appropriate term entry will be based on the census date of the section, not the start date for CE sections. The census date is the third class meeting for a section that has three or more scheduled class meetings.

The census date of a class with less than three class meetings is the last class date.

The exceptions to this rule are the one day classes. If a course is one day, the START, END, and Census date are ALL on the same day.

**Census Date Alert**: Classes must be added in the Quarter that the Census date falls. The count of class days begins on the first day that classes are held in the term/quarter and includes each calendar day on which classes are normally held at the institution.

**Example:**
- MSSG 1005 (7 weeks in duration, T/TH meeting days)
- First date of class is August 6, 2015.
- Third class meeting is August 13, 2015.
1. **Start/End:** The default dates for the term entered will auto-populate. Adjust the dates to the specific date range for the section. Again, the start date of the section must fall within the date range of the specified term/quarter.

2. **Location:** Enter the section’s location (TCENT).

3. **Synonym:** Colleague generated ID number. Make note for later reference. *(Do not change)*

4. **Credit Type:** Will auto-populate to **INC Institutional Noncredit Course**.

5. **CEUs:** Will auto-populate. Verify or enter the CE unit value if it exists for this section.

6. **Course Lvl:** Will auto-populate. Verify **CE Continuing Education**.

7. **Acad Lvl:** Will auto-populate. Verify **NC Noncredit**.

8. **Status:** Select status from the pull-down menu. **P Pending** is the default selection for the **Status** field.
Data Entry – cont.

1. **Status (options):**
   - **Error Corrected** – DO NOT USE!!
   - **Cancel** – DO NOT USE!! This is an irreversible action. All requests to cancel classes must go through the Coordinator of Course Scheduling.
   - **Hold for cancellation** – If during the registration there is a possibility that the section might be cancelled, set status to “H Hold for cancellation”. Students registered in the class will be kept, however, it will not allow additional students to register. If the class is to be cancelled, it must go through the Coordinator, Course Scheduling. Place the status as “H Hold for cancellation” and follow the cancellation procedures. This is a reversible action, whereas CANCEL is not.
   - **Active** – Enter this status to allow students to register. However, even if the status is “A Active”, students will not be able to register until the registration date ranges on the section are open. All sections should have an ‘active’ status if the section is complete and ready for registration. An active status date must be prior to the first date of class.
   - **Pending** – Use this status to keep a section on “Reserve” or in “Pending” status. It will show as “frozen” on the RGN registration screen.
   - **Maintenance** – This option is used primarily for putting a class on reserve. The class will appear as “frozen” on the RGN screen.

2. **Date:** When the status is changed, it will reflect the most recent date of modification.

**Note:** Sections are built for a particular term/quarter and are NOT to be “recycled” to the next term. If the section has ZERO enrollments and it is past the start date, the section status should be put on “Hold” for cancellation and the correct cancellation procedures should follow**
SOFF - Offering Info

• On the bottom of the SECT screen, drill into the Offering Info field. This will take you to the SOFF screen, Section Offering Info.
This screen reflects the specifics of the course section offering. Information that defaults in from the Course Master should not need modification unless it differs for that specific section. If a field needs to be updated, that activity will be performed on this screen.
**Data Entry**

1. **Instar Method:** Notice this course auto-populates a LEC and LAB with a Load of 50.00 each.

2. **Instr Meth:** When you place the cursor in this field, it will auto-populate Lecture.

   **Note:** This field will be identified by the course master. The only reason these fields should be modified is if the method of the section differs from the defaults; for example, distance learning courses. For a full list of instructional methods, perform a lookup by typing an ellipsis (…) in the field and hit ENTER.

3. **Bldg:** Enter the building #.

4. **Room:** Enter the room #. An alert prompt will appear once this information is entered because the enrollment capacity may not have been set up. It is basically a reminder to update this information on the SRES screen (Restrictions) once you have completed data entry on the SOFF screen. Click OK.

5. Since this course has a Lecture and a Lab, place the cursor into Line 2 for Instr Meth. The field should auto-populate to Laboratory. Continue with steps 3 & 4.
SOFF – Section Offering Info

Data Entry

1. **St Time**: Enter the start time by military standards (i.e. 0100 = 1am; 1800 = 6pm).
2. **End Time**: Enter the end time by military standards (i.e. 0100 = 1am; 1800 = 6pm).
3. **Days of Week**: Enter the days scheduled for each class meeting. (M, T, W, TH, F, S, SU) Do not enter a space or a comma between days.
4. **Frequency**: Defaults in from the SECT screen.
5. **Number of Weeks**: Enter the # of weeks. This is a required field for state reporting. If you have a course with dates that are MORE than 16 weeks, list the number of weeks as 16 (no more).
6. **Rebuild Calendar**: YES must be entered in the field in order to officially book the room and check for any room and/or day conflicts. Once entered, the Yes will automatically revert to blank. **Anytime there is a change to the SOFF screen, these dates must be recalculated by re-entering a YES (as long as the class has not started).**
7. **Repeat steps 1-6 for Line 2, Laboratory.**
8. **Calendar Details**: Not a required field. The dates and times for the entire semester are viewable by detailing into this screen.
9. **Save** and **Update** back to SECT when complete.
Example only!!

Online or Distance Learning classes do not have any data entered in the Bldg, Room, St Time, End Time, Days of Week, Rebuild Calendar, or Calendar Details fields.

There are SEVERAL instructional methods to choose from for distance learning classes.
Faculty Section Assignment

- From the **SECT** screen, drill into the *Faculty Assignment* field. If there is not a faculty member assigned to a section, leave this screen blank until the instructor is identified.
Data Entry

1. In the “Faculty Lookup or (Q) for qualified” prompt, enter the faculty members name or Colleague ID # and click

2. If you search by name, a Search Results menu will appear with possible choices. Select the correct faculty member and hit ENTER or click OPEN.

**Alert:** Currently, the alert prompt “No FACULTY.QUALS record exists for this person” will appear sometimes a faculty member is assigned to a section. This is because faculty qualifications have not been entered into the system. Select OK and proceed.
Data Entry

1. Verify that the correct information has defaulted onto the FASC screen.

2. To insert a second instructional method & faculty member, click on the **number 4 line**. The “Faculty Lookup or (Q) for qualified” prompt will appear; enter the faculty member’s name or Colleague ID # and click **OK**. If searching by name, you will need to select from the Search Results menu.

3. **Instr Meth**: This field will default to LEC, but must be changed according to the instructional method on the SOFF screen (if needed).

4. **Percent**: The percent control and load amounts will default in once you’ve identified the appropriate method.

5. **Save** and **Update** back to the SECT screen.

**Alert**: If there are two instructional methods attached to a section, such as lecture and lab, an instructor must be assigned to each method. If not, the lab contact hours will not be included in state reports and contact hour reports. Usually the same instructor will teach both the lecture and lab; however there are times when more than one instructor teaches each instructional method.**

See page 15 for additional information.
**ERROR: IF the incorrect Instructional Method is left in this field, the Percentage and Load will not balance out.**

**Note: For the most part, faculty Load should not need to be adjusted; however there are a few situations where more than two instructors teach one instructional method**

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Instr Meth</th>
<th>Percent</th>
<th>Load</th>
<th>Period</th>
<th>Arrgt</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 0779260 F. Test</td>
<td>LEC</td>
<td>100.00</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 03/29/14 04/26/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 0779260 F. Test</td>
<td>LAB</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 03/29/14 04/26/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section Restrictions

- From the **SECT** screen, drill into the *Restrictions* field. This will take you to the **SRES** screen.
**SRES – Section Restrictions**

**Default**

When the **SRES** screen opens, the *Section Capacity* and the *Minimum Enrollment* fields will default for the assigned sections room capacity.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Capacity</td>
<td>14</td>
</tr>
<tr>
<td>Schedule Capacity</td>
<td>14</td>
</tr>
<tr>
<td>Minimum Enrollment</td>
<td>4</td>
</tr>
<tr>
<td>Reg Restrictions</td>
<td>1</td>
</tr>
<tr>
<td>Other Restrictions</td>
<td>1</td>
</tr>
<tr>
<td>Reg Retake Policy</td>
<td></td>
</tr>
<tr>
<td>Equipment/Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Supplies</td>
<td>1</td>
</tr>
<tr>
<td>Room Characteristics</td>
<td>1</td>
</tr>
<tr>
<td>Room Types</td>
<td>1</td>
</tr>
<tr>
<td>Instructor Consent</td>
<td>No</td>
</tr>
<tr>
<td>Petition Required</td>
<td>No</td>
</tr>
<tr>
<td>Allow Audit</td>
<td>No</td>
</tr>
<tr>
<td>Only Pass/No Pass</td>
<td>Yes</td>
</tr>
<tr>
<td>Allow Pass/No Pass</td>
<td>No</td>
</tr>
<tr>
<td>Allow Waitlist</td>
<td>No</td>
</tr>
<tr>
<td>Waitlist Maximum</td>
<td></td>
</tr>
<tr>
<td>Waitlist Enroll No Days</td>
<td></td>
</tr>
<tr>
<td>Waitlist Mult Sections</td>
<td></td>
</tr>
<tr>
<td>Cross-Listing</td>
<td></td>
</tr>
</tbody>
</table>
Data Entry – IN THE ORDER LISTED

1. Minimum Enrollment: Enter the minimum number of students that MUST enroll in order for the course to “make”. If a minimum enrollment is not required, then a “0” should be entered in this field. Otherwise, you will not be able to enroll/register the students.

2. Section Capacity: Enter the maximum amount of students that can enroll in the class before it is considered “closed” or that an instructor is willing to accept. This number cannot be higher than the default Schedule Capacity amount.

3. Schedule Capacity: Enter the maximum limit (the same as the Section Capacity).

4. Instructor Consent: Yes or No. Enter whether the instructor must give written consent in order for the student to register for the class. This should not be mistaken with an instructor allowing a student to ‘add’ a class; they are not the same thing.

5. Petition Required: Yes or No. Enter whether the student must petition to register for the class. Again, this should be communicated in the printed comments as to with whom they must petition.

6. Allow Audit: Always enter No

7. Only Pass/No Pass: Do Not Change. Should have “Yes” in this field. CE courses are Pass/Fail.

8. Allow Pass/No Pass: Do Not Change. Should have a “No” in this field.

9. Save and Update back to the SECT screen.
“IN THE ORDER LISTED”

On the SRES screen, the data is entered in this order to avoid this alert prompt. If you try to enter the Section Capacity first to an amount that is less than the Minimum Capacity, you will receive this message. Just select OK. The Section Capacity will revert to the default amount. Proceed to enter the Minimum Capacity.
Section Billing Information

• From the **SECT** screen, drill into the *Billing Info* field. This will take you to the **SECB** screen.
Data Entry

1. Billing Method: Select *S From Section Info* if it does not default in.

2. Billing Period Type: Leave Blank.


4. Drop Reg Ref Pol: Enter CEREF (CE Refund Formula)

5. Wdrw Reg Ref Pol: Enter CEREF (CE Refund Formula)

Tuition Section

6. AR Code (Line 1 & 2): Enter one of the following codes.
   a. 02CEF – Funded
   b. 02CEN – Non-funded
   c. 02SPF – Special Fee

7. Amount: Enter the class and/or fee amount.

8. Calc Type: Select *All, Fixed, or Excess* from the pull-down menu.

9. Save and Update back to the SECT screen.
Section-billed courses or sections have the billing information attached specifically to that section and only students enrolled in that section will receive that billing. Everyone in the section-billed course will be charged exactly the same amount regardless of residency, student type, or location. Generally, this would be anything we can’t use a rate-table for.

Grades are required for all classes that receive contact hour funding!!

Do not use 02CEL – CE Late Fee for an AR Code.
Section Reg Date Ranges

- From the **SECT** screen, drill into the *Reg Dt Ranges* field. This will take you to the **SRGD** screen.
SRGD – Section Reg Date Ranges

Data Entry

1. **If** the “Section date overrides do not exist, Do you want to add them (Y/N)?” alert prompt appears, select **Y**. The date ranges must be manually entered for CE courses.

2. **Term (Start Date/End Date):** Will default in.

3. **Section (Start Date/End Date):** Will default in.

4. **Preregistration (Start Date/End Date):** Enter the *1st day of the month prior to the quarter Start Date* for both fields, MMDDYY.

5. **Registration (Start Date):** Enter the *1st day of the month prior to quarter Start Date*, MMDDYY.

6. **Registration (End Date):** Enter the *day before the Course Start Date*, MMDDYY.

7. **Add (Start Date):** Enter the *class start date*, MMDDYY.

8. **Add (End Date):** Enter the *2nd class meeting*, MMDDYY.

9. **Drop (Start Date):** Enter the *class start date*, MMDDYY.

10. **Drop (End Date):** Enter the *2nd class meeting*, MMDDYY.

11. **Drop Grades Reqd:** Enter the *date after the Census Date*, MMDDYY. **cannot be after class ends**

12. **Census Dates:** Enter the *3rd class meeting*, MMDDYY, if not auto-populated. **cannot be after class ends**
Data Entry

1. **Save and Update** back to SECT.
2. If you are finished with all data entry, verify that the section Status field is “A Active”. **Save** and **Update** to complete the Course Section Building process.
Certification Rolls

The day after census day (7th day of class for 8 week classes, 13th day of class for 16 week classes) all certification rolls need to be run.

Running Electronic Cert Rolls

A. Open XGBR.

B. Fill in the term, location and section synonym with the appropriate information.

C. Under Report Type, choose Cert Roll.

D. Hit Tab or Enter. Click Save. This should open a new XGBR page.
Running Electronic Cert Rolls cont.

E. Under *Output Device*, enter “E” and hit Tab or Enter. This will open **MMRP**.

F. Under *Email Subject* write “CERT ROLL (name) (number) (section #)”

G. In *line 1*, enter the CTC email address for the recipient.

**NOTE:** Cert rolls may ONLY be sent to CTCD email addresses. If an instructor does not have a CTCD email address, you must use a paper copy.

H. In *line 2*, enter “FROM: (your email address)”. This allows the instructors to reply directly to the email they receive and it will be sent to you.

I. *Save All* back to **XGBR**.

J. *Save All* again to a third **XGBR** screen.

K. *Save all* again out of all screens.
Submitting Certification Rolls

Before sending the electronic cert roll, email the instructors with instructions for how to complete the cert roll and return it to you. Remind the instructors that these are for state funding and need to be accurate. *They should be returned within 5 days.*
# Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie (Lorene) Roseberry</td>
<td>Course Scheduler Ft. Hood/Europe/PFES/TS Sites/API</td>
<td>Ext. 1867</td>
<td><a href="mailto:Charlie.Roseberry@ctcd.edu">Charlie.Roseberry@ctcd.edu</a></td>
</tr>
<tr>
<td>Stephanie Ledlow-Arndt</td>
<td>Associate Registrar of Technology</td>
<td>Ext. 1431</td>
<td><a href="mailto:SLedlow-Arndt@ctcd.edu">SLedlow-Arndt@ctcd.edu</a></td>
</tr>
<tr>
<td>Sheree Stover</td>
<td>Application Information Specialist/Trainer</td>
<td>Ext. 1643</td>
<td><a href="mailto:Sheree.Stover@ctcd.edu">Sheree.Stover@ctcd.edu</a></td>
</tr>
<tr>
<td>Date</td>
<td>Page(s)</td>
<td>Add or Update</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>---------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>07-03-12</td>
<td>1, 3, 7,12, 16, 20, 23, 27, 28</td>
<td>Update, Add (27, 28)</td>
<td>1 typo, 3 Lampasas sections, 12/16/20/23 Image change, and 27 addition of revision history, 28 addition of back cover page.</td>
</tr>
<tr>
<td>09/10/12</td>
<td>10</td>
<td>Add</td>
<td>Number of weeks rule for courses that are longer than 16 weeks.</td>
</tr>
<tr>
<td>06/25/13</td>
<td>26 &amp; 28</td>
<td>Update</td>
<td>Theresa Lewis as contact person for course scheduling. CTC Logo.</td>
</tr>
<tr>
<td>07/02/15</td>
<td>30</td>
<td>Add</td>
<td>Point of contacts. Removed Theresa Lewis as contact person. Certification Rolls.</td>
</tr>
</tbody>
</table>
FOR STUDENTS OF THE REAL WORLD