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.
**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.