Hagerstown Community College

Creating Sections in Ellucian

2025-2026

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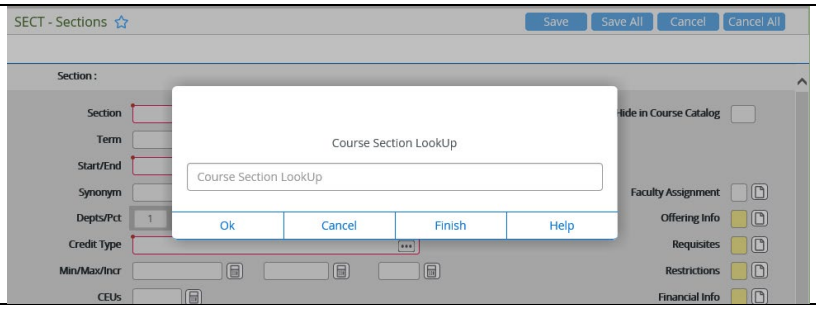
Creating a Section in Ellucian

1. To begin, open up Ellucian, log-in, and go to SECT.



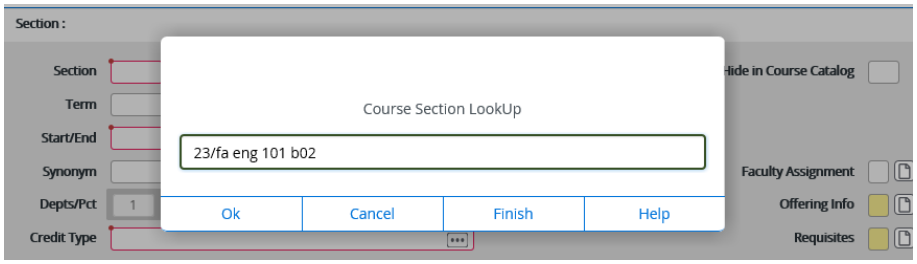
2. Enter the section information (be sure to separate term, the section subject, section number, and section designator with spaces or dashes… ex. 23/fa ENG 101 B02).

Notes:

Refer to the [Early College Access Program (ECAP) Method Types document] on the Academic Affairs webpage to determine which term an ECAP section should be scheduled under.

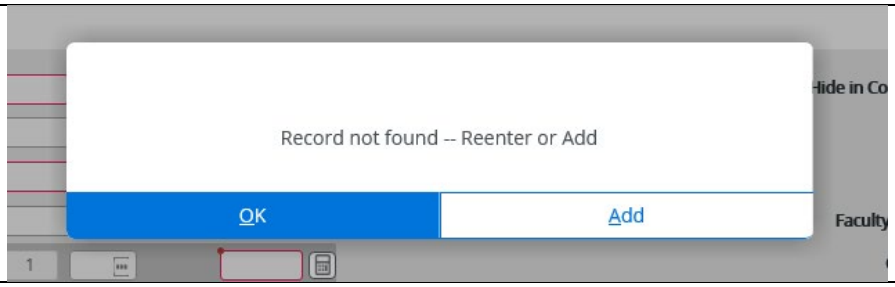
Section Designators can include the following:
A – 1st 7.5 Weeks
B – 2nd 7.5 Weeks
J – 1st 6 Weeks
K – 2nd 6 Weeks
M – Cross listed with Credit
N – Cross listed with Non-Credit
P – Packaged
S - ECAP
T - Tutorial
U – 1st 8 Weeks
W – 12 Weeks
Y – 2nd 8 Weeks

If a section option comes up when you hit enter on your search, it means there is already a section for that term out there and you cannot have duplicate sections even if one is a cancelled or dead status.



Note:
For ECAP sections, they are designated with school-specific section designators:

High School	Section Designator
Academy of Blended Learning Education (ABLE)	SAB
Barbara Ingram School For the Arts (BIS)	SBI
Boonsboro High School (BHS)	SBN
Boyd J. Michael, III Technical High School (WCT)	SBM
Clear Spring High School (CSH)	SCS
Grace Academy	SGA
Greencastle-Antrim High School (GHS)	SGC
Hancock Middle Senior High School (HAN)	SHA
James Buchanan High School (JBHS)	SJB
North Hagerstown High School (NHS)	SNH
Smithsburg High School (SMHS)	SSM
South Hagerstown High School (SHS)	SSH
Williamsport High School (WHS)	SWI

3. You should, if adding a new section, receive an error message that states “Record not found – Reenter or Add”, select Add.	

Section Status Desingations

Choose only from the status designations below:

Active Status: The status that designates that a section is added to the schedule and available to students.

Cancelled Status: The status that designates that a section is no longer needed on the schedule due to lack of enrollment or error *after registration opened*. ***If cancelling, opt to rebill students when prompted by Ellucian.***

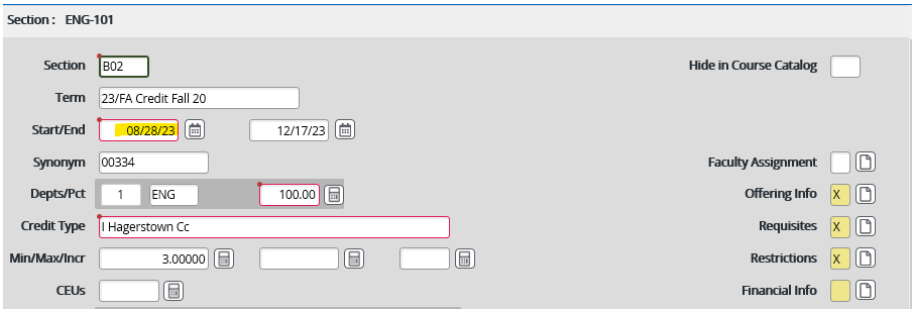
Dead Status: The status that designates that a section is no longer needed on the schedule or due to an error in creation *before registration opens*. ***(Pending sections should be made dead if no longer needed on the schedule, both before or after registration has started, since they were never offered to students).***

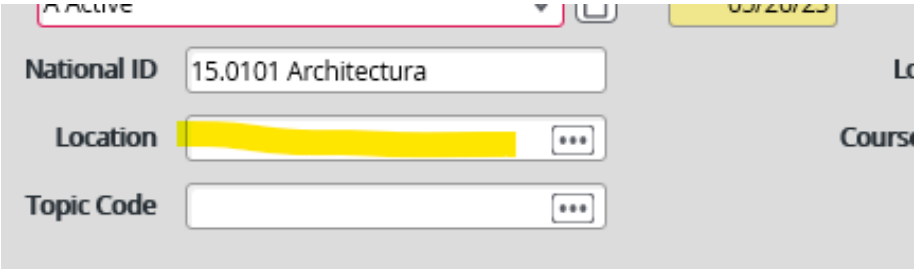
Pending Status: The status that designates that a section is created in Ellucian but not available to students due to an unsure need or missing pertinent information at the time. ***(Pending sections should be made dead if no longer needed on the schedule, both before or after registration has started, since they were never offered to students).***

Notes:

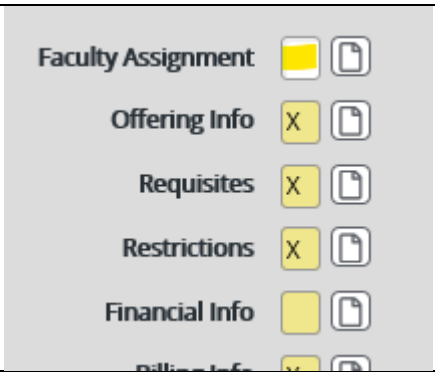
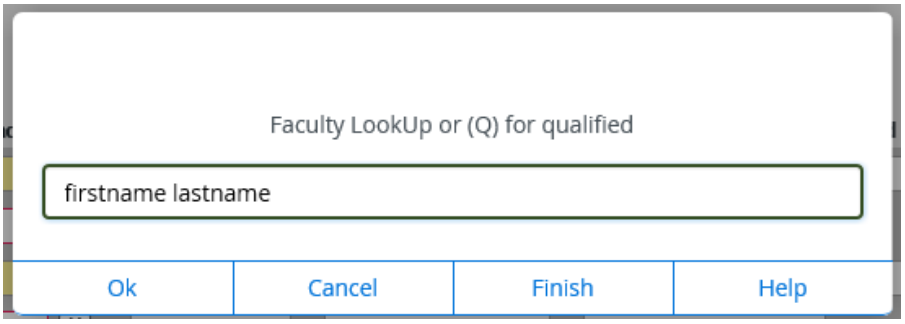
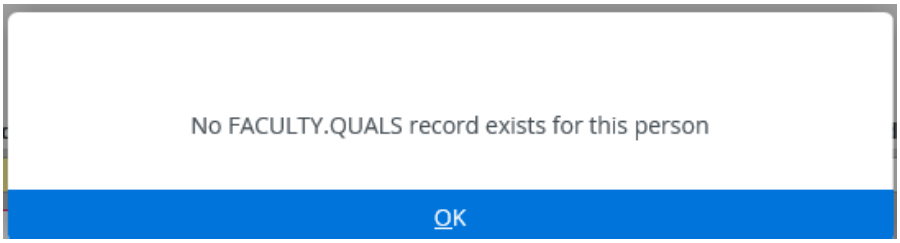
If a section requires changes to its credits or section designator following student enrollment *- a new section must be created, students moved by advising, and the old section be cancelled. We must follow this process because changing credits or the section designator after students are registered does not adjust on the student record, therefore, it affects the students record and PIE reporting to make credit or designator adjustments without creating a new section, moving students, and cancelling the old section.*

Section Main Screen

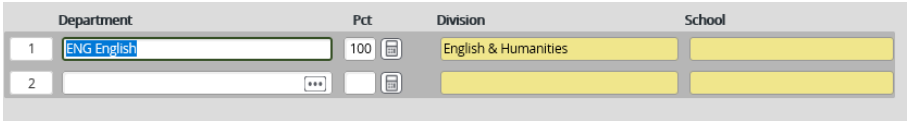
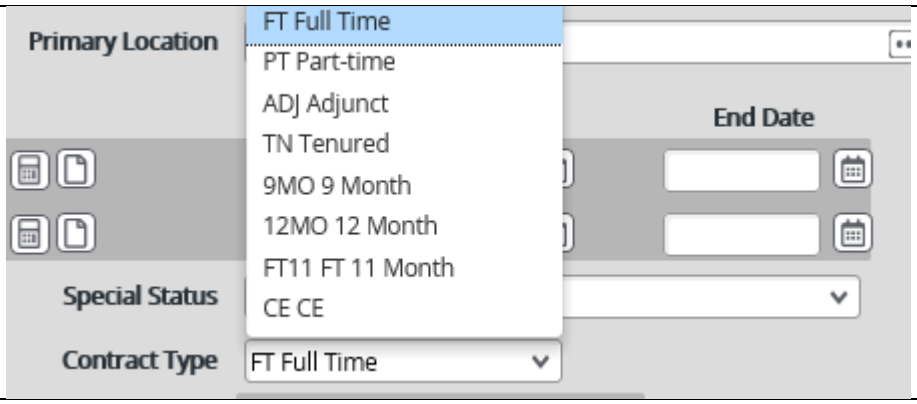
1. Once you click Add and the section main screen opens, be sure the information on the section main screen is correct (be sure the start/end dates match the section designation based on the registration dates Academic Affairs distributes). **Example:** *The screenshot is from a 2nd 7.5-week section we just clicked "Add" for, the section start date needs corrected to be the start date of a 2nd 7.5-week section based on the determined start/end and registration dates.*	
2. The credits carry down from the course-level. The only time the credit area should be modified on the section level is if it is a variable credit section. **Notes:** *For a variable credit section, you will need to set the minimum credit as the determined amount of credits based on the course load. From there, you will also need to update the instructor load and contact hours on the Offering Info screen, and billing credits on the Billing screen.*	**Before:** **After:**

3. Check for location and enter on the section main screen. **Notes:** *To do a location lookup type "…" in the location area to see a full list of location (WEB, MCP, and the ECAP school location are the most used).* *For ECAP sections at the high schools, the location should be the high school location where the section is being held.* *If the location does not appear in the list of location options or gives you an error, contact the Coordinator of Curriculum & Academic Systems in Academic Affairs to add the location as an option for the course.*	

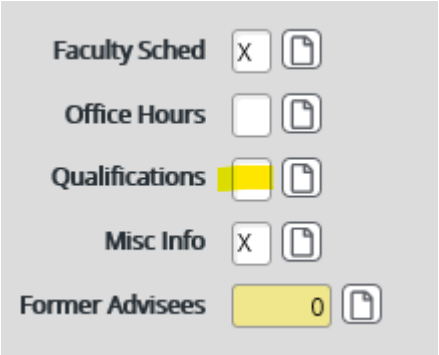
Faculty Assignment Screen

1. Detail into Faculty Assignment located at the top right side of the sections main screen by clicking the following icon:	
2. Enter the faculty members first and last name. Click OK. **Notes:** *If the error message, "one or more matches were found but none on the faculty file" click save all and go to the "Verify information on Instructors FCTY Screen" section of this manual.* *If a faculty members name does not appear in the employee Ellucian records, it means they are not in Ellucian yet. Use "Instructional Staff" as a placeholder – then later return to the screen to assign them once they have been entered.*	
3. If the message "No FACULTY.QUALS record exists for this person" pops up, just ignore and click OK. **Notes:** *When finished entering the instructor information on the screen, go to the "Adding Qualifications to an Instructor Designated in FCTY" section of this manual to remove the "No FACULTY.QUALS" error.*	

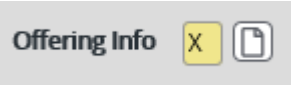
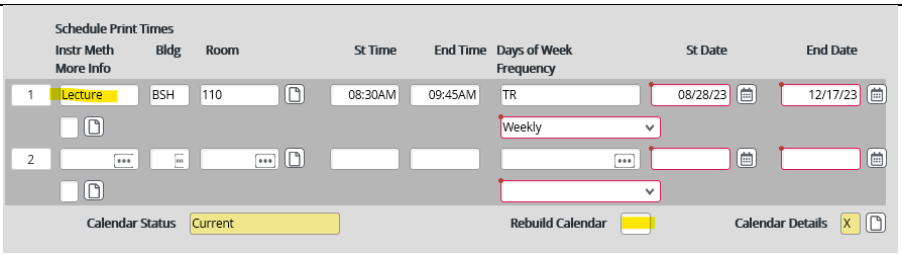
Verify Information on Instructors FCTY Screen

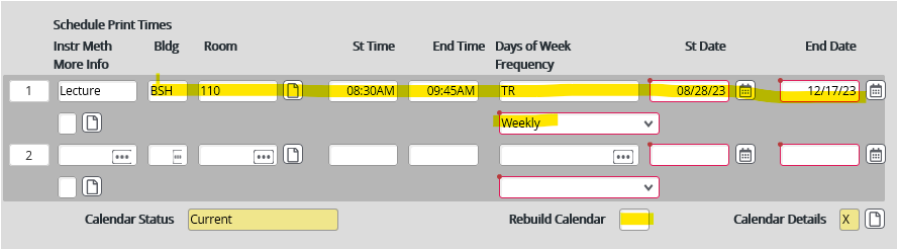
1. For the error message “one or more matches were found but none on the faculty file” means the instructor has not had their department, percentage, and division entered on their FCTY screen. Go to the FCTY screen, type in the first and last name and click OK – select the correct corresponding individual. Enter the department name to assign the FAC role, the percentage and division should populate automatically.	
2. Verify that there is a contract type assigned. If nothing is assigned, use the dropdown to select FT for Full-Time or ADJ for Adjunct.	
3. Verify there is an “X” in the Qualifications box as shown to the right. If not, follow the steps in the “Adding Qualifications to an Instructor Designated in FCTY” section of this manual (next page).	

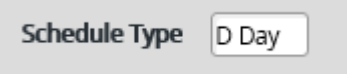
Adding Qualifications to an Instructor Designated in FCTY

1. For the error message "No FACULTY.QUALS record exists for this person" means the qualification detail was not completed when the person was designated as faculty. Go to the FCTY screen, type in the first and last name and click OK – select the correct corresponding individual. Detail into the Faculty's Qualifications by clicking the following icon:	
2. The FQAL screen will appear, save without entering anything on the screen. An "X" should now appear in the Qualifications box. Save all and update.	

Offering Info Screen

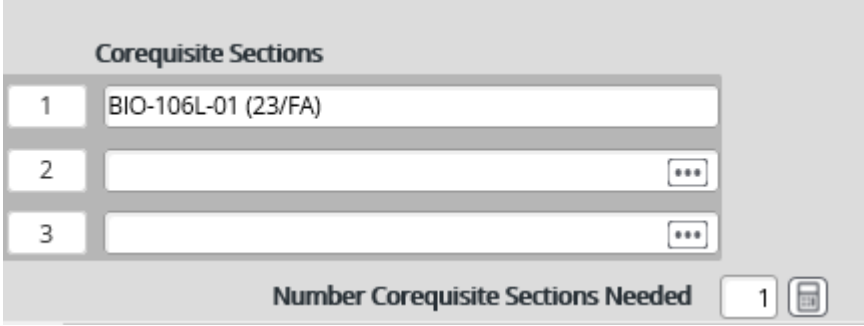
1. Detail into Offering Info on the right side of the sections main screen by clicking the following icon:	
2. Check Instr Method, Instr Ld, and Contact Hrs. **Instructional Methods are:** *ASA – As Arranged* *CLA – Class* *CLN – Clinical* *ECR – ECAP by Credit* *ECRL – ECAP Lab by Credit* *ES1 – ECAP 1 Semester* *EXT – Externship* *HYB – Hybrid* *IDS – Independent Study* *INT – Internship* *LAB – Lab* *LEC – Lecture* *SIM – Simulation* *TUT – Tutorial* *WEB – Web* ***Note:*** *For Hybrid and non-MOL Tutorial LAB section, the method should remain LAB.*	
3. If you are creating a **TUT, ECAP, or Upward Bound (UB)** section you must exclude the section from Self-Service. To exclude, you must put XCL in the schedule type on the Offering Info screen and put Y in the "Hide in Course Catalog" box in the top-right of the section main screen.	← On section main screen ← On section Offering Info screen
4. Once a method is entered or confirmed at the top of the screen in Instr Method, you can then click in the "Schedule Print Times Instr Method More Info" box and it will populate the method from above.	
5. Enter the appropriate Start Times, End Times, and Days. AdAstra will	

optimize building and room information for each section. **Notes:** *The days of the week are abbreviated M, T, W, R, F, S, U.* *You can add additional times/days on Line 2 if your section has additional location, time, or day meeting information from the meeting information in line 1.* *Meeting times outside of normal classroom meeting times should be scheduled in Ad Astra as events (ex: orientations, events, or study sessions…etc.).* *For ASA methods, once a schedule is determined between the faculty and students – the faculty member is to notify the OA for them to enter the meeting days onto the offering screen. This is the only way we can create a record and reserve the room.*	
6. Enter the Number of weeks. **Notes:** *For 7.5-week sections, enter 7. The section designator/section start and end dates will identify the number of weeks.*	

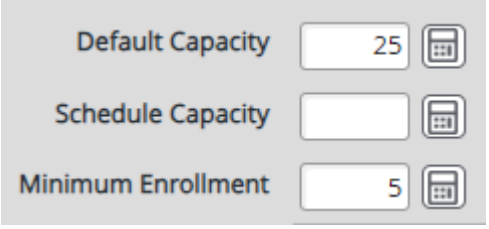
7. Enter the Schedule Type. ***Notes:*** *If this **<u>is</u>** a 15-week section for Fall or Spring select from one of the other schedule type designators in Ellucian:* *D – Day* *E – Evenings (after 5PM)* ** HYB – Hybrid (HYB Method)* *I – Internet (WEB Method)* *R – By Arrangement* *SA – Saturday* *SUN – Sunday* *W – Weekend* ** XCL – Exclude (TUT, ECAP, UB)* ** All 15-week sections for Fall or Spring HYB method sections should have a HYB schedule type.* ** All TUT, ECAP, or Upward Bound (UB) section you must have XCL in the schedule type.* *If it is **<u>not</u>** a 15-week section for Fall or Spring select from the appropriate schedule type designators in Ellucian based off the section designator/start and end dates:* *FIR6 – 1st 6-Week* *SEC6 – 2nd 6-Week* *FIR7 – 1st 7.5-Week* *SEC7 – 2nd 7.5-Week* *FIR8 – 1st 8-Week* *SEC8 – 2nd 8-Week* *12W – 12-Week* ** XCL – Exclude (TUT, ECAP, UB)*	

8. Before exiting the Offering Info screen, it is **IMPERATIVE** that you rebuild the calendar. If the calendar is not rebuilt, it will not hold the schedule for that section. To rebuild the calendar, enter "Y" into the field and save the screen. Ellucian will alert you if there is a room conflict. If done correctly, the calendar status should say "current".	Calendar Status Current Rebuild Calendar

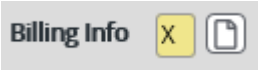
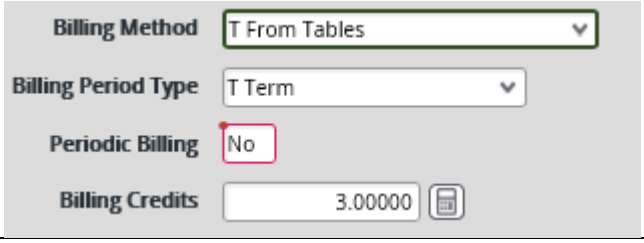
Requisites Screen

1. Detail into Requisites on the right side of the sections main screen by clicking the following icon: **Note:** *The Requisite Courses area at the top of the Requisites screen will carry down from the course-level.*	
2. For sections that have specific sections to be taken together, they should list the specific corequisite section under Corequisite Sections on the requisite screen (Ex: 23/FA BIO-106-01): ***Note:*** *If you have multiple corequisite sections listed, you will need to adjust the "Number of Corequisite Sections Needed" to be the number of corequisite sections the student has to take.*	

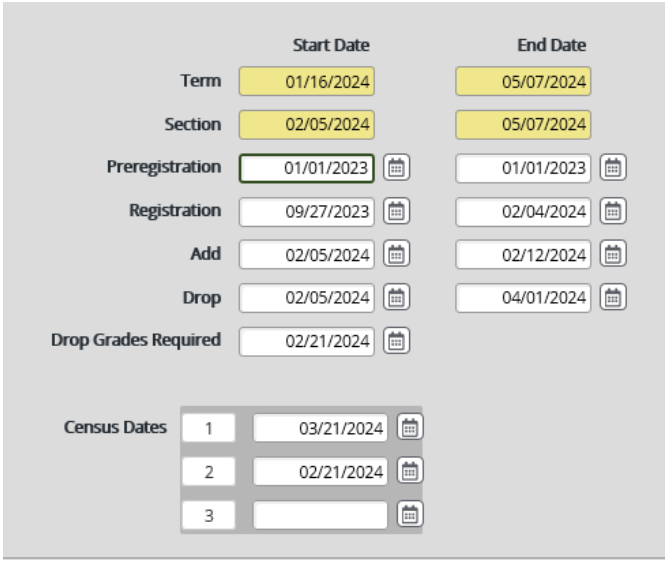
Restrictions Screen

1. Detail into Restrictions on the right side of the sections main screen by clicking the following icon:	
2. Check to ensure the section cap is at the desired capacity. The section cap and minimum enrollment carry down from the course-level. **Notes:** *If you would like the section capacity modified on the course-level so it carries down for all future sections without needing modification, contact the Coordinator of Curriculum & Academic Systems in Academic Affairs. However, only suggest a change if it is going to be that capacity for the foreseeable future.*	

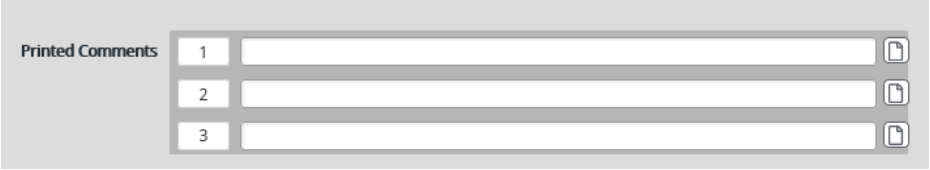
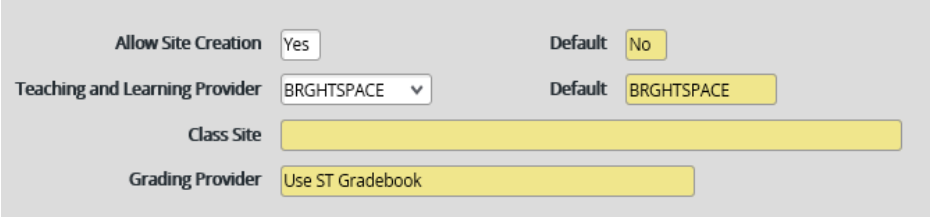
Billing Info Screen

1. Detail into Billing Info on the right side of the sections main screen by clicking the following icon:	
2. The Billing Method, Billing Period Type, Periodic Billing, and Billing Credits carry down from the course-level. The only reason you should be changing anything in this area is to change the billing credits for a variable credit course.	
3. If you are creating an ECAP section please follow the following instructions based on whether the section IS or IS NOT inclusive access: <u>Non-Inclusive Access ECAP</u> sections scheduled at the high school, with a section designator beginning with an "S" should have their lab and Inclusive Access (BIE AR Code) removed from the billing screen by deleting their AR Code lines - **THIS INCLUDES COURSES WE MAY OFFER AS IA AT HCC BUT THE HIGH SCHOOL IS NOT OFFERING THEIR SECTION AS IA.** WCPS <u>ONLY</u> Inclusive Access ECAP sections scheduled at the high school, with a section designator beginning with an "S" should have their lab removed from the billing screen by deleting the AR Code lines, and the Inclusive Access (BIE AR Code) should be kept on the billing screen so the section shows up on the DER as IA. The WCPS Inclusive Access List can be located on the [ECAP Instructor Resources webpage.]	**Before:** **After:**
Note: If creating a Maryland Online (MOL) section and HCC is not the 'providing' school, remove all billing from the Billing screen including Inclusive Access (BIE).	

Reg Date Ranges Screen

1. Detail into Reg Date Ranges screen on the right side of the sections main screen by clicking the following icon:	
2. The Reg Date Ranges screen defaults to the 15-week dates for Fall and Spring, 12-week dates for Summer, and ECFA/ECSP dates for sections in those terms. You do not need to do anything to the Reg Date Ranges screen if the section you are creating are a 15-week class for Fall or Spring, 12-week class for Summer, or ECFA/ECSP term sections. If your section is anything other than a 15-week for Fall or Spring, 12-week for Summer, or ECFA/ECSP terms then refer to the Registration Dates on the Academic Affairs webpage	

Additional Info Screen

1. Detail into Additional Info on the right side of the sections main screen by clicking the following icon:	
2. Enter the appropriate Printed Comment from the Section Comments by Method listing on the next page. **Notes:** *The "Printed Comments" area is what students see in Self-Service. The "Comments" area is just an internal comment section not seen by students.*	
3. Enter "Yes" in the Allow Site Creation option and select Brightspace from the Teaching and Learning Provider dropdown.	

Current approved printed comments on the following page →

Section Comments by Method

METHOD	LOCATION	COMMENT
ASA	MCP/WEB	This class is as arranged by the instructor. Check your D2L and/or HCC student email account 3 days before the start of classes for more information. **(MUA ONLY)** To schedule your applied music lessons, call or email Daniel Webber at 240-500-2406 or drwebber@hagerstowncc.edu.
CLN	OFF/MCP	**(NUR ONLY)** Clinical Monday through Saturday, days and evenings, as arranged for a total of __ hours.
HYB	MCP	**(ASYNCHRONOUS)** This course combines online self-paced instruction with face-to-face instruction. Students must be on campus at the meeting time designated on the schedule. Please see the course syllabus or contact the instructor for further information. **(SYNCHRONOUS)** This course combines live online instruction with face-to-face instruction. Students must be on campus ***(DAY/TIME)***; live online instruction will be delivered on ***(DAY/TIME)***; please see the course syllabus or contact the instructor for further information.
INT	MCP	Please contact Laura Scafide at lscafide@hagerstowncc.edu to enroll in this Internship.
LAB	MCP	**(EXAMPLE)** BIO 113L 05 students must enroll in BIO 113 05.
LAB	WEB	**(EXAMPLE)** BIO 106L 41 students must enroll in BIO 106 41. Fully online, no required meeting times.
WEB	WEB	**(ASYNCHRONOUS)** Fully online, no required meeting times.
WEB	WEB	**(SYNCHRONOUS)** Fully online with designated virtual meeting times. Students must sign in to Zoom/D2L at the scheduled meeting time.

** In addition to the approved comment above, you can add additional meeting/software information. This does not include textbooks/inclusive access information.*

Other:

TRK -108/110/112/115 (WEB & IND Location):

To register for this class contact Janie Spielman, CVT Recruiter, by phone at 240-500-2578 or by e-mail at fjspielman@hagerstowncc.edu.

TRK-109/130 (WEB Location):

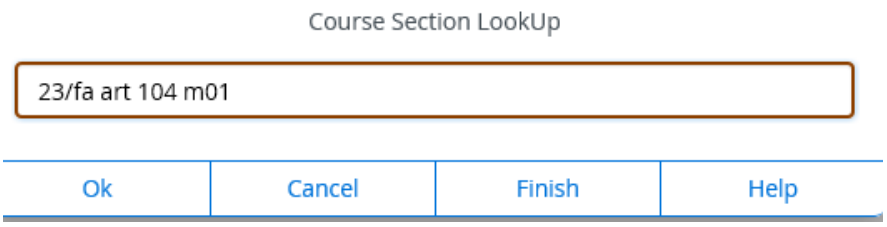
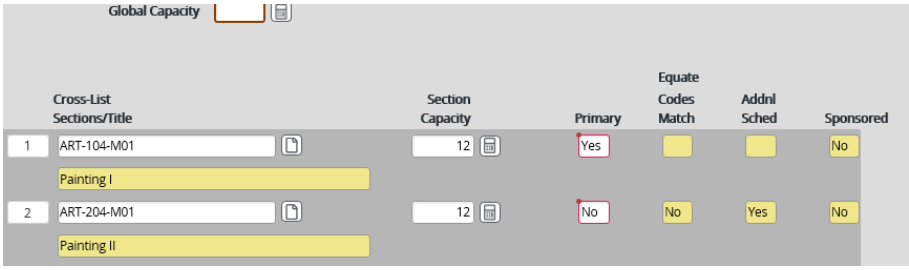
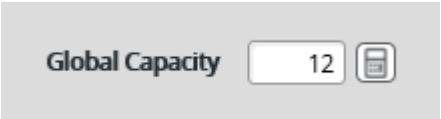
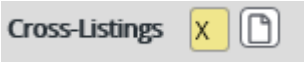
Orientation meeting: (date), (Time), in (Room).

QM Certified (add in addition to any applicable method comment above):

This course section has received the seal of approval from Quality Matters (QM) for its quality in online course design. The QM organization is internationally recognized, and respected for its standards of quality assurance, and expertise in the evaluation of online education.

Cross-Listings Screen

1. To cross list one course with another (using ART-104 and ART-204 as examples), first create the sections. Ensure you enter the same time, building, room, days, and instructor for each section. An error message will now be displayed when you go to Rebuild Meeting Dates for the second section. Ensure that the conflict is with the primary section. Click OK to proceed. **Notes:** *To cross list with a third class, create that section with the same* time, building, room, days, and instructor *as the first two sections. An error message will again be displayed when you Rebuild Meeting Dates, click OK to proceed.* *If creating a credit section cross listed with a non-credit section, the credit section should always be entered as the PRIMARY section in Ellucian. The start, end, and registration dates should be from the credit section that aligns closest with the non-credit section dates. Continuing education then creates their section and credit then cross lists the section to ensure the credit is listed as the primary.*	Bldg/Room conflict: KEP*103 Painting II ... 08/29/23-09:00AM Bldg/Room conflict: KEP*105 Painting II ... 08/29/23-09:00AM OK

2. Return to SECT and enter the primary section.	
3. Detail into Cross-Listings by clicking the following icon:	
4. Type in each section, entering the primary section first. Information for each section will automatically drop into the cross-list section slots. In this example, Primary (1) is ART-104-M01 and (2) is ART-204-M01. **Note:** *If cross listing a credit and non-credit section, the credit section should be the primary.*	
5. All multiple sections will automatically carry forward their section capacity. It is <u>not</u> standard that the global capacity becomes a total of each of the multiple sections. Set the global capacity at how many students there are to be across both sections total. **Save and update.**	
6. You will see an error message stating the section and global capacity are not equal, click OK.	
7. An "X" will automatically appear in the cross listings box for ALL sections that were cross listed. **Save and Update.**