

Hagerstown Community College

Master Class Schedule Development Manual

2026-2027

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The HCC Master Class Schedule is developed by staff in the Office of Academic Affairs. The following documents were used to create this manual and can be located on the Academic Affairs webpage under "Forms & Schedules" *(must be signed into the website to view the documents)*:

- Academic Calendar
- Credit Schedule Timeline
- Registration Dates

Academic Calendar Development

The HCC Academic Calendar is developed each fall for the next fiscal year, at roughly the same time as the HCC Holiday Calendar (developed by HR). The Board of Trustees (BoT) must approve the Academic Calendar each fall before it is distributed to campus. Any subsequent changes must also be approved by the BoT. Following BoT approval of the Academic Calendar, registration dates for each session per term are developed. The 15-week registration dates for Fall and Spring, as well as the 12-week registration dates for Summer are entered into the RYAT Ellucian-Colleague screen by the Coordinator of Curriculum & Academic Systems. Registration dates outside of our session entered in RYAT are entered manually on the section's registration date screen.

Standard Academic Terms and Sessions at HCC

The Fall and Spring terms have four sessions*:*

- 15-Week Session
- 12-Week Session (W or 12W)
- First 7.5-Week Session (A or FIR7)
- Second 7.5-Week Session (B or SEC7)

The Summer term has five sessions:

- 12-Week Session (W or 12W)
- First 6-Week Session (J or FIR6)
- First 8-Week Session (U or FIR8)
- Second 8-Week Session (Y or SEC8)
- Second 6-Week Session (K or SEC6)

Holidays

Standard holidays (set by HR): Independence Day; Labor Day; Thanksgiving (Wednesday through Sunday); Winter Break; Martin Luther King Holiday; Spring Break; Spring Holiday; Memorial Day; and Juneteenth.

Please note: Holidays are determined by the HCC Board of Trustees and/or the state of Maryland. They are approved one fiscal year ahead and can be subject to change by these entities.

Truck Driving

Truck Driving has six separate sessions spread throughout the entire academic year. These sessions can be found on the Academic Affairs webpage under "Registration Dates" *(must be signed into the website to view the documents)*.

Upward Bound

Upward Bound has a summer session. The session can be found on the Academic Affairs webpage under "Registration Dates" *(must be signed into the website to view the documents)*.

Washington County Public Schools (WCPS) Early College Access Program (ECAP)

Washington County Public Schools (WCPS) Early College Access Program (ECAP) has two sessions, one in Fall and one in Spring that match WCPS terms. The sessions can be found on the Academic Affairs webpage under "Registration Dates" *(must be signed into the website to view the documents)*.

Credit Schedule Timeline

The credit schedule timeline is developed by the Coordinator of Curriculum & Academic Systems following the development of the Academic Calendar and Registration Dates. The Coordinator of Academic Systems creates the schedule in Ellucian-Colleague by the "all classes entered into Ellucian-Colleague" date and the Office Associates review the schedule and enter remaining section information on the section screen in Ellucian-Colleague.

Standard Credit Schedules Timeline

Action	Fall	Spring	Summer
Deadline for all classes to be entered into Ellucian-Colleague / Review period for Academic Affairs and Divisions begins	1 month before veteran registration begins	Same as Fall veteran registration date	Same as Fall veteran registration date
Veteran registration begins	Wednesday before All-Student registration	Wednesday before All-Student registration	Wednesday before All-Student registration
All-Student registration begins	Last Monday in March or first Monday in April	First Monday in October	Last Monday in March or first Monday in April
Semester start date (classes begin)	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*

Standard Registration Dates

After the Academic Calendar has been approved by the Board of Trustees, the Coordinator of Curriculum & Academic Systems develops the Registration Dates for each session within the academic terms. These dates are of critical importance for registration, financial aid, finance, payroll, and reporting purposes. Once the Registration Dates are developed, they are shared with the Dean of Students, Finance, Financial Aid, PIE, Upward Bound, Retention & Registration, Admissions, Academic Affairs, Human Resources, Division Directors, and Office Associates.

Registration Dates Development Standards

Certain courses meet *outside* of the typical academic sessions including summer Upward Bound, Truck Driving, and Washington County Public Schools Early College Access Program (ECAP) courses.

Registration dates for courses that meet *during the typical academic sessions* are calculated as follows:

	15-week	**12-week**	**1st & 2nd 8-week**	**1st & 2nd 7.5-week**	**1st & 2nd 6-week**
Start and End Date of the Session	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*	Found on the BoT approved Academic Calendar found on the Academic Affairs webpage *(must be signed into the website to view the documents).*
Total Days	Total days from Start of Session to End of Session				
Class Days	"Total Days" minus Holidays for each session				
Days to Withdraw	"Class days" multiplied by .60 **(60% of the session)**				
Days to Census	"Class days" multiplied by .2 **(*20% of the session*)**				
Last Day to Add *(# Days after First Day of Classes)*:	8 days	7 days for FA and SP, 8 days for SU	4 days	3 days	3 days
Last Day for 100% Refund:	Same as "Last Day to Add" plus 7 days OR same as "Last Day from Audit to Credit" if 'plus 7 days' falls after the "Last Day from Audit to Credit" **(*no weekends or holidays*)**				
Last Day from Audit to Credit:	One day before "Census Date"				
Last Day Drop w/no Grade	Same as "Last day from Audit to Credit"				
Last Day to Withdraw:	Calculated by Financial Aid following the distribution of the Academic Calendar **(*no weekends or holidays*)**				
Last Day from Credit to Audit:	Same as "Last Day to Withdraw" **(*no weekends or holidays*)**				
Last Day of Classes	Same as "End Date of Session"				
Financial Aid Census Date	Calculated by Financial Aid following the distribution of the Academic Calendar **(*no weekends or holidays*)**				
Census Date	"Start of Session" plus "Days to Census"				
Veteran registration	Wednesday before "All-Student Registration" ***(must be at least 3 days before All-Student Registration***)				
All-student registration	Last Monday in March or first Monday in April for Fall and Summer First Monday in October for Spring				

Tools for Schedule Development

Ellucian-Colleague

Ellucian-Colleague is the College's main information system for finance, student services, curriculum, human resources, registration, scheduling, institutional research, and more. The Coordinator of Curriculum & Academic Systems sets up programs and courses. The entered course information is used to build sections and establish an academic schedule for each term according to the timelines outlined on the previous page. Training videos and extensive manuals for scheduling processes can be found on the Ellucian-Colleague website. HCC IT staff also can serve as a resource for questions related to schedule development in Ellucian-Colleague.

Self-Service

Self-Service is utilized by students, faculty, and staff for registration, degree planning, finance, and financial aid purposes.

Standard Section Capacities

HCC closely monitors average section sizes. To increase efficiency and save on instructional costs, the following should be taken into consideration before capacities are set on the sections:

- Physical classroom sizes
- Availability of instructional equipment
- Grading time (for example, writing intensive classes often need more time devoted to grading lengthy papers, so may limit the number of students enrolled)

Exceptions are made in consultation with Division Directors and faculty to determine that a particular section can be taught at a capacity beyond the standard maximum, which requires approval from the Dean of Academic Programs, Curriculum & Assessment.

College Credit to Contact Hour Relationships

Hagerstown Community College's Board of Trustees approved a "Contact Hour to Academic Credit Policy," Policy Number 5052, on November 12, 2010 (and revised on May 13, 2025). The policy can be found on the HCC website in the Board of Trustees Policy Manual. The policy reads as follows:

It is in the interest of students that the relationship between contact hours and academic credit be managed judiciously to conform to standards generally in place at most colleges and universities, and provide internal guidance for future curriculum development at HCC, therefore:

1) The ratio of contact hours to academic credit will, at a minimum, comply with standards prescribed by the Code of Maryland.

2) Definitions of instructional methods with contact hour-to-credit ratios will be maintained by HCC's academic administration with oversight by the Vice President of Academic Affairs and Student Services.

3) In the process of determining contact hour-to-academic credit ratios, criteria such as the following will be taken into consideration:

a) contact hour-to-credit ratios generally applied per instructional method by community colleges throughout Maryland in accordance with standards of the Middle States Commission on Higher Education.

b) cost both to students and to the institution to deliver a program and/or course

4) Contact hours and credits for all courses will be published as part of official HCC course descriptions.

Credit Hours and Contact Hours

The HCC definition of a credit hour formalizes compliance with federal and accreditation expectations and helps to provide consistency throughout the College. One credit hour is defined as, "a unit of measurement representing the equivalent of 50 minutes (at a minimum)".

On the other hand, "contact hours" are defined as the amount of time students have direct instructional contact with the instructor(s) of a course. For instance, to earn one credit hour at HCC *for a lecture*, students are required to complete a minimum of 15 contact hours in a course during the semester. Course contact hours are different depending on the method and appear in the catalog course descriptions, as well as on syllabi for each course. Reference the Method and Faculty Load breakdowns for credit hours per method.

Credit Hours and Instructional Method

In the state of Maryland, The Maryland Higher Education Commission (MHEC), through the Code of Maryland (COMAR), regulates the granting of academic credits in the state's institutions of higher education (COMAR 13B.02.02.16.C). Credit hours determine the minimum number of student contact hours required for an institution to grant academic credit. Instructional methods are mentioned in the code but are not defined. COMAR states that one academic credit may be granted for the following:

A minimum of 15 contact hours per one credit hour of actual *lecture class time*, exclusive of registration, study days, and holidays.

A minimum of 30 contact hours per one credit hour of supervised *laboratory or studio time*, exclusive of registration, study days, and holidays.

Internship credit hours are determined by negotiation between the supervising faculty and the work supervisor at the cooperating site, both of whom must judge and certify different aspects of the student's work. The credit formula is similar to that for practice credit.

A minimum of 45 contact hours per one credit hour of instructional situations such as *practicums, internships, and cooperative education placements*, when supervision is ensured and learning is documented.

There are 50 minutes minimum of class time per week required per credit hour. Each course must satisfy a certain amount of meeting minutes based on its total credit hours and instructional method:

Meeting Minutes Formula

In order to determine the requisite number of class meeting minutes, use the following formula:

((Credits x contact hours required for method per credit) x 50 minutes)) = minimum meeting minutes

3 Credit LEC Example:

((3 credits x 15 contact hours) x 50 minutes)) = 2,250 meeting minutes required

Time Needed per Section Meeting Formula

Meeting Minutes/# weeks section is offered
= Total meeting minutes needed per week/# of days section is offered per week
= Total minutes needed per meeting/60 minutes in an hour
= Time needed per section meeting

(EXAMPLE): 3 Credit 15 week LEC Meeting Twice a Week:

2,250 meeting minutes/15 weeks
= 150 meeting minutes needed per week/2 days per week
= 75 minutes needed per meeting/60 minutes in an hour
= 1 hour and 15 minutes needed per section meeting

Meeting Minute Examples by Session

15-week semester **(Lecture Method Example)*

3 cr. = 2250 minutes/15 wks. = 150 minutes per/week

4 cr. = 3000 minutes/15 wks. = 200 minutes per/ week

Meetings per Week	Minutes per Meeting	Example (Including suggested breaks)	
1 mtg. p/ week:	3 cr. = 150 min.	6:00 – 8:45	2 hr. 30 min. 1 time p/week + 15 min. break (optional)
	4 cr. = 200 min.	6:00 – 9:35	3 hr. 20 min. 1 time p/week + 15 min. break (optional)
2 mtgs. p/week	3 cr. = 75 min.	1:00 – 2:15	1 hr. 15 min. 2 times p/week
	4 cr. = 100 min.	1:00 – 2:40	1 hr. 40 min. 2 times p/week
3 mtgs. p/week	3 cr. = 50 min.	1:00 – 1:50	50 min. 3 times p/week
	4 cr. = 67 min.	1:00 – 2:10	1 hr. 10 min. 3 times p/week

12-week semester **(Lecture Method Example)*

3 cr. = 2250 minutes/12 wks. = 188 minutes per/week

4 cr. = 3000 minutes/12 wks. = 250 minutes per/week

Meetings per Week	Minutes per Meeting	Example (Including suggested breaks)	
1 mtg. p/week:	3 cr. = 188 min.	6:00 – 9:25	3 hr. 10 min. + 15 min. break (optional)
	4 cr. = 250 min.	6:00 – 10:25	4 hr. 10 min. 1 time p/week + 15 min. break (optional)
2 mtgs. p/week	3 cr. = 94 min.	6:00 - 7:35	1 hr. 35 min. 2 time p/week
	4 cr. = 125 min.	1:00 – 3:20	2 hr. 5 min. 2 times p/week + 15 min. break (optional)
3 mtgs. p/week	3 cr. = 63 min.	1:00 – 2:05	1 hr. 5 min. 3 times p/week
	4 cr. = 84 min.	1:00 – 2:25	1 hr. 25 min. 3 times p/week

8-week semester *(Lecture Method Example)*

3 cr. = 2250 minutes/8 wks. = 282 minutes per/week

4 cr. = 3000 minutes /8 wks. = 375 minutes per/week

Meetings per Week	Minutes per Meeting	Example (Including suggested breaks)	
1 mtg. p/week:	N/A	N/A	N/A
2 mtgs. p/week	3 cr. = 141 min.	1:00 – 3:40	2 hr. 25 min. 2 times p/week + 15 min. break (optional)
	4 cr. = 188 min.	1:00 – 4:25	3 hr. 10 min. 2 times p/week + 15 min. break (optional)
3 mtgs. p/week	3 cr. = 94 min.	1:00 – 2:35	1 hr. 35 min. 3 times p/week
	4 cr. = 125 min.	1:00 – 3:20	2 hr. 5 min. 3 times p/week + 15 min. break (optional)

7.5-week semester *(Lecture Method Example)*

3 cr. = 2250 minutes /7.5 wks. = 300 minutes per/week

4 cr. = 3000 minutes /7.5 wks. = 400 minutes per/week

Meetings per Week	Minutes per Meeting	Example (Including suggested breaks)	
1 mtg. p/week:	N/A	N/A	N/A
2 mtgs. p/week	3 cr. = 150 min.	1:00 – 3:45	2 hr. 30 min. 2 times p/week + 15 min. break (optional)
	4 cr. = 200 min.	1:00 – 4:35	3 hr. 20 min. 2 times p/week + 15 min. break (optional)
3 mtgs. p/week	3 cr. = 100 min.	1:00 – 2:40	1 hr. 40 min. 3 times p/week
	4 cr. =134 min.	1:00 – 3:30	2 hr. 15 min. 3 times p/week + 15 min. break (optional)

6-week semester *(Lecture Method Example)*

3 cr. = 2250 minutes /6 wks. = 375 minutes per/week

4 cr. = 3000 minutes /6 wks. = 500 minutes per/week

Meetings per Week	Minutes per Meeting	Example (Including suggested breaks)	
1 mtg. p/week:	N/A	N/A	N/A
2 mtgs. p/week	3 cr. = 188 min.	1:00 – 4:25	3 hr. 10 min. 2 times p/week + 15 min. break (optional)
	4 cr. = 250 min.	1:00 – 5:25	4 hr. 10 min. 2 times p/week + 15 min. break (optional)
3 mtgs. p/week	3 cr. = 125 min.	1:00 – 3:20	2 hr. 5 min. 3 times p/week + 15 min. break (optional)
	4 cr. = 167 min.	1:00 – 4:05	2 hr. 50 min. 3 times p/week + 15 min. break (optional)

Load Hours:

Minimum academic hours an instructor has direct instructional contact with students *in a section of a course.*

Credit-Equivalent Load and Contact Hours by Instructional Method

Classroom Lecture and Application (CLA) (20-30 Student Contact Hours per Credit)

Credit-Equivalent Load Calculation: Credits + ((Contact Hours – (15 x Credits))/20)

A class utilizing the applied lecture method involves participation in or the performance of some activity. Knowledge associated with the proper performance of skill or activity is presented by the instructor utilizing the lecture method. Students demonstrate acquisition of the knowledge by performing the skill or activity. The instructor provides guidance, critical review and final evaluation.

Clinical (CLN) (45-60 Student Contact Hours per Credit)

Credit-Equivalent Load Calculation: (Contact Hours/15)

Clinical instruction occurs primarily in nursing related facilities and involves work with clients who receive professional services from students serving under direct or indirect supervision of a faculty member and/or an approved member of the agency staff. Students collaborate extensively with health professionals to provide critical and acute patient care in multiple settings.

Externship (EXT) (60 Student Contact Hours minimum per Credit)

Credit-Equivalent Load Calculation: 15 x Credits

Applied, monitored and supervised, field-based, hands-on learning experience. Students gain practical experience and follow a directed plan of study. Students are supervised by a preceptor who is a professional in the field of study and monitored by a faculty member.

Independent Study (IDS) (Ranges 1-3 credits, Contact Hours vary)

Credit-Equivalent Load Calculation: 15 x Credits

Students complete individualized plans of study in academic areas for which there is not currently a specific course in existence. The faculty member and students negotiate the details of the study plans. The student is given initial guidance by the instructor who follows up with critical review and final evaluation.

Internship/Practicum (INT) (60 Student Contact Hours minimum per Credit)

Credit-Equivalent Load Calculation: 15 x Credits

Applied, monitored and supervised, field-based, hands-on learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and/or directed plan of study.

Laboratory (LAB) (30-45 Student Contact Hours per Credit)

Credit-Equivalent Load Calculation: (Contact Hours/15)

Courses meeting in a defined physical setting (i.e., laboratory) for the purpose of the application of methods and principles of a discipline. (Includes instruction in a laboratory which provides a “virtual” or simulated experience that could occur in a “real-life” environment.) Section size varies according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, and equipment.

Lecture (LEC) (15 Student Contact Hours per Credit)

Credit-Equivalent Load Calculation: (Contact Hours/15)

Faculty members orally present and interpret information, facts, concepts and principles in a face-to-face format. Instruction takes place in a traditional classroom setting. Section size varies by level and discipline. Instruction may involve student interaction in collaborative groups.

Simulation (SIM) (Contact Hours Vary) **content based*

Credit-Equivalent Load Calculation: (Contact Hours/15)

Simulated teaching is the technique of learning and training in which the learner performs a specified role in an artificially created environment.

Tutorial (TUT) (Contact Hours vary)

Credit-Equivalent Load Calculation: 15 x Credits

Tutorials are provided for a student who has a critical need for an existing course that normally would be offered but is not available in a given semester, has been cancelled because of low enrollment or has too few students enrolled to run as a full-enrolled class. The Instructor schedules time independently with the student(s). The student is given initial guidance by the instructor who follows up with repeated, regularly scheduled individual student conferences and periodic review.

Modality (Delivery Methods)

Instruction can be delivered to students in different ways:

As Arranged (ASA) (Contact Hours and Load are determined based on the course-level method and carry down to the section-level)

A course that does not have meeting days/times determined until a later date.

Hybrid (HYB) (Contact Hours and Load are assumed to be the same as the Contact Hours required for the on-campus, face-to-face LEC version of the course.)

Half the normal instructional time is provided as an on-campus in a face-to-face format. The remainder of the instruction is provided as it would be for a WEB (online) course. These classes are conducted as synchronous or asynchronous. Asynchronous meaning the section combines online, self-paced, instruction with face-to-face instruction. Students must be on campus at the meeting time designated on the schedule. Synchronous meaning the section 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.

Web-Delivered (WEB) (Contact Hours and Load are assumed to be the same as the Contact Hours required for the on-campus, face-to-face LEC version of the course.)

These classes are conducted as synchronous or asynchronous via the internet. Asynchronous meaning the section is fully online, no required meeting times. Synchronous meaning the section is fully online with designated virtual meeting times. Students must sign in to Zoom/D2L at the scheduled meeting time.

Affordable Care Act compliance

In order to conform to the standards of the Affordable Care Act, HCC has elected to use the multiplier method to determine part-time faculty contribution. All part-time faculty should work *no more than 29 hours per week over the course of a 15-week semester.* Contribution is calculated on a 15-week semester basis rather than on shorter sessions. Over the course of a semester, a part-time faculty member may teach no more than 12.88 "load" hours. Load hours can be found in Ellucian-Colleague on the COFF and SOFF screen and reflect the contribution of faculty for each section.

Formula: Load hours per semester x 2.25 = Total (cannot exceed of 29)

Example: A faculty member is teaching one 3-load hour lecture and a 5.25-load hour lab.

*(3+ 5.25) * 2.25 = 18.5 (OK)*

Example: A faculty member is teaching four 3-load hour lectures.

*(3+3+3+3) * 2.25 = 27 (OK)*

Example: A faculty member is teaching one 3-load hour lecture and two 5.25-load hour labs.

*(3+5.25+5.25) * 2.25 = 30.4 (TOO MUCH)*

Schedule Verification

Before registration opens for each term, the schedule must be checked to verify that the following factors align with college, state, and federal policies for each section. The Coordinator of Academic Systems pulls several reports to verify section information is entered correctly. These reports provide a way to evaluate the accuracy of the following items:

- Registration dates align with the established registration dates per session
- Start and end dates align with the session offered
- Faculty are assigned to active sections
- Section designations align with number of weeks and schedule type
- Section meeting information matches method
- Faculty load has been entered
- Section comments align with established comments per method
- Section meeting minutes align with credits, contact hours, and instructional method
- Section credits and billing credits match

Other Considerations

Divisions, as well as the Office of Academic Affairs, monitor enrollments across the college as registration continues for each semester. This process includes, but is not limited to:

- Monitoring waitlisted sections to suggest an adjustment of section capacities or suggest that a new section be created to allow for more student enrollment.
- Monitoring zero cross listed enrollment across sections after the add end date has passed to suggest they be cancelled
- Monitoring Pending sections following registration approaching to suggest making active or dead