<div align="center">**CCR HyFlex Delivery Method**
This is a working document and is subject to periodic updates</div>

1. Student attendance hours cannot exceed the scheduled instructional hours per day.
2. HyFlex is only permitted for CCR membership hour classes; BSP 2000 is not allowed.
3. Students may choose their mode of attendance (in-person or online) for each session.
4. No need to distinguish between seated and online attendance.
   - Use either sign-in sheets or the electronic check-in feature in ADVANSYS.
     - For *synchronous* attendance (face-to-face, Teams, Zoom, etc.), students must check in using a paper sign-in sheet or ADVANSYS. In-person students must complete the scheduled work during class time.
     - For **asynchronous attendance*, students can complete work anytime during the instructional week, as long as it's submitted by the due date. Record attendance across all scheduled class days. **Census date assignments must be submitted by or before the census date**.

Section Building

1. **ADVANSYS**
   1. **Primary Location:** *Campus Location* that hosts the in-person instruction (location that receives the FTE).
   2. **Type/Funding Method:** *Membership* (1G SBCCC 200.94(b) Reporting of Student Hours in Membership for Continuing Education Course Sections)
   3. **Class Format/Delivery Method**: *HyFlex* (1B SBCCC 100.1 Definitions)
   4. **Delivery Mode:** *Synchronous*
      1. Synchronous will be the delivery mode selected in ADVANSYS. *The campus (location) that receives FTE will be the campus (location) that hosts the in-person instruction.*
   5. **Census:** Date is calculated at the *10% point* as any traditional class. ***BSP-2000*** is not applicable.

Scheduling & FTE protection

Because the HyFlex section has scheduled in-person meeting blocks, a student cannot be scheduled into another in-person class that overlaps those same blocks. Overlaps could result in attempting to claim FTE twice for the same time, which is not allowed. Make sure the student's schedule shows no face-to-face (in-person) conflicts with the HyFlex in-person window.

*HyFlex (CCR) Asynchronous Attendance Recording

1) The Rule (what to do)

Since ADVANSYS does not permit attendance to exceed the scheduled daily instructional hours and does not support adding additional online meeting entries for individual students, colleges should evenly distribute each students legitimately earned weekly asynchronous hours across the course's scheduled meeting days—ensuring that daily hour limits are not exceeded.

Key points

- Daily cap: Do not record more hours on any day than the section is scheduled to meet that day.
- Only record what was earned: If a student completes fewer than the full weekly hours, distribute only the hours they actually earned (still respecting the cap).
- Census requirement: A specific, time-stamped assignment due on or before the census date is required to mark initial attendance (student name, ID, assignment name, timestamp).
- Evidence: Retain student online activity reports/time-on-task logs, submissions, and timestamps to substantiate hours and census participation.
- Student choice: Students may choose in-person, synchronous online, or asynchronous session by session; recording focuses on hours earned, not the modality label.

2) Example Math (6 scheduled hours/week over M/T/W = 2/2/2)
Section schedule:
- Mon: 2 hrs
- Tue: 2 hrs
- Wed: 2 hrs
  Total weekly scheduled hours: 6

Scenario A – Student completes all 6 hours asynchronously on Thursday
- You cannot log 6 hours on Thursday (no meeting that day, and daily cap applies).
- Record 2 hrs Mon, 2 hrs Tue, 2 hrs Wed (2/2/2) for that week.

Scenario B – Student completes 4 hours asynchronously
- Only 4 hours are earned → distribute 2 hrs Mon, 2 hrs Tue, 0 hrs Wed (2/2/0).
- Do not inflate to 6.

Scenario C – Census week
The student must submit the required census-dated assignment online by the census date. A clear deadline should be established. Attendance hours should be recorded for the date the assignment is submitted.