

# ADDITIONAL INSTRUCTIONAL METHOD AND OTHER COURSE CODING INFORMATION

## Guidelines for Distance Education Sections:

- **Section number** begins with 8
- **Campus = O**
  - *Please note: (E – Electronic University code should not be used)*
- **Schedule Type:**
  - **Y – Winter term only**
  - **W – All other terms**
- **Building and Room = ONLINE WWW**
- **Instructional Method should be followed as below:**
  - *01 – Online 100% OR 08 – Online 80%-90%: DE courses with 800 section numbers are 80-100% online (100% online courses fall within than range). They may be Multi-Modal (offering 80-100% of instruction online simultaneously with a F2F section, where the student chooses which way to attend on any given day). These courses may be taught in either a synchronous or an asynchronous manner as the instructor thinks best.*

## Additional Coding Descriptions:

- **The RI code** is to be used for courses where the instructor has a Flexible Work Arrangement or where only a few or no students are freshmen. These courses should still use regular section numbers. They may or may not need room assignments, but THEY SHOULD KEEP THEIR TIMES, as we prefer them to be taught in a synchronous manner. *For details on how to enter the RI code, please see attachment titled: Entering \$DE and RI Attribute Code to Courses.*
- **BL - Blended courses** (30-79% online instruction) are not considered DE by the CBA and have never been given 800 numbers. BL can be used as a code. The BL code means that the course requires students to participate more than 30% online but less than 80%.
- **Our Hybrid / HyFlex** courses are NOT considered to be Multi-Modal or DE because the student does not get to choose which way to attend. As per the President's order, they are told by the instructor that they can attend F2F (freshmen, certain days) or they can't attend F2F (all other students).