
Spring 2022

Course Formats Schedule Build Guide

from Academic Scheduling

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ALL or PRIMARILY IN-PERSON COURSE FORMATS (MODALITIES)

- 1. Fully In-Person Instruction:** Students and the instructor will meet during the times posted on the class schedule in a classroom on campus. There is no remote online participation option in this class.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE Nbr	NOTE Short Description	Room Characteristics	Room Characteristic Description
P	In Person	PERSON	Class meets In-Person	64	In Person	See Appendix A	Based on In Person Classroom Need(s)

Class Note #64: *Fully In-Person Instruction: You meet during the times posted on the class schedule in a classroom on campus. There is no remote online participation option in this class.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	*Only enter classroom if it is a specialized space or a puzzled classroom.	Enter	Full Semester/8W1/8W2

- 2. Hybrid Instruction, In Person and Asynchronous Online:** The class will have both in-person and online portions. Students and the instructor will meet in person at least once per week on scheduled days during the times posted on the class schedule. There will be no remote or online access for the in-person meeting times. On days when class is not meeting in person, students will access course materials via Cougar Courses at the time of their own choosing but may be given deadlines for access and due dates for online assignments.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
A	Hybrid	HYBASync	Class meets In-Person & Async	72	Hybrid with Async	See Appendix A	Based on In Person Classroom Need(s)

Class Note #72: *Hybrid Instruction, In Person and Asynchronous Online: You will have both in-person and online portions. You will meet in person at least once per week on scheduled days during the times posted on the class schedule. There will be no remote or online access for the in-person meeting times. On days when class is not meeting in person, you will access course materials via Cougar Courses at the time of your choosing but may be given deadlines for access and due dates for online assignments.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	*Only enter classroom if it is a specialized space or a puzzled classroom.	Enter	Full Semester/8W1/8W2
2	VIRTUAL AS	None	Full Semester/8W1/8W2

4. **Hybrid Instruction, In Person and Synchronous Online:** The class will have both in person and online components. Students and the instructor will meet in person at least once per week on scheduled days during the times posted on the class schedule. On days not meeting in person, students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
A	Hybrid	HYBSYNC	Class meets In-Person & Sync	73	Hybrid with Sync	See Appendix A	Based on In Person Classroom Need(s)

Class Note #73: *Hybrid Instruction, In Person and Synchronous Online: This class will have both in person and online components. You will meet in person at least once per week on scheduled days during the times posted on the class schedule. On days not meeting in person, you will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	*Only enter classroom if it is a specialized space or a puzzled classroom.	Enter	Full Semester/8W1/8W2
2	VIRTUAL SY	Enter	Full Semester/8W1/8W2

5. **Live and Online Instruction:** Class will meet at the times posted on the class schedule. For any given class meeting, a portion of students enrolled in the class will attend “live” on campus, in the classroom; the rest of students will attend the class online through an online modality (e.g., Zoom). The instructor will determine who is required to show up in person for each class period and who will attend online. Students need to meet in-person on-campus during the first day of class listed on the class schedule.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
A	Hybrid	L&O	Class meets Live & Online	59	Live & Online	See Appendix A	Based on In-Person Classroom Need, also add 58 (L&O)

Class Note #59: *Live and Online Instruction: You will meet at the times posted on the class schedule. For any given class meeting, a portion of students enrolled in the class will attend “live” on campus with the instructor in the classroom; the rest of students will attend the class online at the same time via a video conferencing platform, like Zoom or Teams. The instructor will determine who is required to show up in person for each class period and who will attend online.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	*Only enter classroom if it is a specialized space or a puzzled classroom.	Enter	Full Semester/8W1/8W2

PRIMARILY ONLINE [with SELECT IN-PERSON DATES] COURSE FORMAT (MODALITY)

1. **Primarily Online Instruction with Select In-Person Dates:** Student will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams. Students and the instructor will also have a few in person meetings, the dates and times will be listed on the class schedule.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
L	Online	MONLINE	Mostly Online & Select In-Person Dates	68	Hybrid w/ Select Dates	See Appendix A	Based on In-Person Classroom Need(s)

Class Note #68: *Primarily Online Instruction with Select In-Person Dates: You will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams. You will also have a few in person meetings, the dates and times will be listed on the class schedule.*

Primarily Online **Asynchronous** Instruction with Select In-Person Dates

Meeting Pattern	Location	Day(s) & Time	Date Range
1	VIRTUAL AS	None	Full Semester/8W1/8W2
2+	*Only enter classroom if it is a specialized space or a puzzled classroom.	Enter	Single Date or Date Range

Primarily Online **Synchronous** Instruction with Select In-Person Dates

Meeting Pattern	Location	Day(s) & Time	Date Range
1	VIRTUAL SY	Enter	Full Semester/8W1/8W2
2+	*Only enter classroom if it is a specialized space or a puzzled classroom.	Enter	Single Date or Date Range

ONLINE COURSE FORMATS (MODALITIES)

1. **Online Asynchronous Instruction:** The class instructional materials will be online, accessed via Cougar Courses. Students will have deadlines for accessing the online content and due dates for online assignments but will NOT meet online as a class at a scheduled day and time.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
L	Online	ASYN	Class will be Asynchronous	65	Async	11	No Room Needed

Class Note #65: *Online Asynchronous Instruction: Your instructional materials will be online, accessed via Cougar Courses. You will have deadlines for accessing the online content and due dates for online assignments but will NOT meet online as a class at a scheduled day and time.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	VIRTUAL AS	None	Full Semester/8W1/8W2

2. **Online Synchronous Instruction:** Students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
L	Online	SYNC	Class will be Synchronous	66	Sync	11	No Room Needed

Class Note #66: *Online Synchronous Instruction: You will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	VIRTUAL SY	Enter	Full Semester/8W1/8W2

3. **Online Asynchronous & Synchronous Instruction:** Students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule. Students will also access class instructional materials online, via Cougar Courses, with deadlines for access and due dates for online assignments.

Instruction Mode	Instruction Mode Description	PLAN	PLAN Description	NOTE NBR	NOTE Short Description	Room Characteristics	Room Characteristic Description
L	Online	ASY&SY	Online Sync & Async	67	Sync & Async	11	No Room Needed

Class Note #67: *Online Asynchronous & Synchronous Instruction: You will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule. You will also access class instructional materials online, via Cougar Courses, with deadlines for access and due dates for online assignments.*

Meeting Pattern	Location	Day(s) & Time	Date Range
1	VIRTUAL AS	None	Full Semester/8W1/8W2
2	VIRTUAL SY	Enter	Full Semester/8W1/8W2

Appendix A – Room Characteristics

Room Characteristic (RC)	Room Characteristic (RC) Description
2	Board, Chalk
3	Board, White
10	Lecture Room, Not Computer Lab
11	No Room Needed
34	(Tiered) Fixed Tables/Chairs
43	(Flat) Tables/Chairs
44	(Flat) Tablet Armchairs
58	Live and Online Technology
59	Lab, Mac Computers
60	Lab, P C Computer
84	Active Learning Technology
86	Specialized Space
87	Auditorium
89	Exam Only (Do Not Make this the Only RC)