

## NEW FOR 202210: Adding Instructional Method in Class Scheduling

Effective Semester I, 2022-2023, each class section must be notated with an **instructional method**, or the mode of delivery of the section. For each scheduled class section, departmental schedules must indicate one of following instructional methods:

1. **OA**—*100% online asynchronous*. A section that is 100% online with no in-person instruction and no *required* synchronous activities (i.e., no day and time when all students are expected to be online for a web-based educational activity). *Optional* synchronous activities are acceptable for OA sections.
2. **OS**—*100% online synchronous*. A section that is 100% online with no in-person instruction and a *required* synchronous component (i.e., a day and time when all students are expected to be online for a web-based educational activity).
3. **H7599**—*75% to 99%* of instruction is *online*. The remainder of the course requires *in-person* student participation.
4. **H2674**—*26% to 74%* of instruction is *online*. The remainder of the course requires *in-person* student participation.

[*Note*: H7599 and H2674 allow for differentiation of online sections according to HLC classifications. For the HLC, only sections with 75% or more online instruction (i.e., H7599) are classified as online.]

5. **TRAD**—Instruction is primarily *in-person*. Up to 25% of the section may be online.

Effective the Semester I, 2022-2023 scheduling period (i.e., for the 202210 course schedule that is due to Tracy on *Wednesday, December 15*), each class section must include one of the instructional methods above. To assign an instructional method, a column for Instructional Method will appear on the first draft of the academic scheduling spreadsheet you receive in October. The column will be pre-populated based on the format of the existing section. Please follow the normal process for updating any information on the spreadsheet by updating the text and highlighting the change in yellow. *Please note that once the schedule of classes is viewable to students (Friday, January 28, 2022 for 202210), a section's instructional method may only be changed in cases of instructor change and/or other circumstances as determined by the Dean/Provost.*