CODING ONLINE CLASSES FOR BANNER:

Step 1: Read the following definitions. Decide what percentage of the class will be offered online.
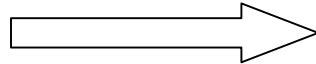
Instructional Method	Description	% Online
Entirely at a distance (E)	Classes that are delivered 100% via technology. These classes do not require students to visit campus for any reason.	All online - 100%
Fully at a distance (F)	The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend an orientation or to take exams. This is generally equivalent to delivering 95 – 99 percent of sessions via technology.	Students must attend 1 session on campus 99% Students must attend 2 sessions on campus 96%
Partially at a distance (P)	Technology is used to deliver between 51 and 95 percent of class sessions but visits to a classroom (or similar site) are required. If a course is offered through two-way interactive video then it should be coded partially at a distance because students must meet in a designated location.	Students must attend 3 sessions on campus 93% Students must 4 sessions on campus 90% Class is scheduled for M/W/F and **two** of those days are online 60%
Hybrid (H)	Technology is used to deliver 50 percent, or less, of class sessions.	Class is scheduled for T/R or M/W and **one** of those days is online 50%. Class is scheduled for M/W/F and **one** of those days is online 30%. Or any combination of class offerings that result in 50% or less of the instruction is delivered online.
Technology Enhanced (T)	Technology is used to deliver instruction to all students in a section, but no class sessions are replaced by technology. If instructional time is replaced by online coursework, then H must be used.	0%

CODING ONLINE CLASSES FOR BANNER:

Step 2:

Section Number	
40	First half semester **online** course
60	Second half **online** course
90	Full semester **online** course

Choose schedule type and the associated instructional method and session from

Notes: For all classes coded as section numbers 40, 60, or 90, orientation and other meeting dates must be entered into Banner.

Type of Class	Schedule Type	Instructional Method	Session
Ind. Study	G	50	B
Asynchronous/Online	M	F, P	B
Hybrid	M	H	A if room needed on a regular basis
Hybrid	M	H	B if room is not needed on a regular basis
Internship	N	81	B

CODING ONLINE CLASSES FOR BANNER:

If the instructional method is F, P, or H select the 06 - Internet T echnology code from the list below and enter it AND the percentage in the SSADETL form in Banner under the Contract and Block Schedule Information Tab. <mark>BOTH the code and the percentage must be   entered.</mark>

06   Internet Instruction delivered through the Internet including email, Web pages and learning management systems.

SSADETL Form

CODING ONLINE CLASSES FOR BANNER:

Step 4:

Courses in the following programs will need to list **DL** as their campus code:

- Master of Archival Studies
- Master of Science in Nursing
- WebBSIT

For **DL** coded classes, please ensure that the following text, at a minimum, is entered on the SSATEXT form in Banner:

Fully online course - "This is a fully online course and will be assessed an online course fee."

Programs that have been approved to offer degrees 100% online, you'll need to enter ET as the Campus Code. If you're unsure if your program has been approved please contact the Registrar.

Entirely Online Course – "This is an online course and will not require any campus visits. If you are declared into an online program you will be charged the eTuition rate."

All other programs will need to have **A** listed as their campus code. For all **A** coded classes, please ensure that the following text is entered on the SSATEXT form in Banner.

Fully online course - "This is a fully online course and will be assessed an online course fee and other mandatory fees as applicable."
Partial/Hybrid course – "This course requires substantial online coursework and will be assessed an online course fee and other mandatory fees as applicable."

Oracle Fusion Middleware Forms Services: Open > SSATEXT

File Edit Options Block Item Record Query Tools Help

Section Comment SSATEXT 8.2 (PROD)

Term: 201408 ▾   CRN: 81082 ▾   Subject: HMSV   Course: 3010   Title: Intro to Human Services

Section Text

This is a fully online course and will be assessed an online

course fee.

Section Long Text

Activity Date: [_____]

Section Text. Press Count Query Hits to resequence text.

Record: 1/2   ...   <OSC>

Revised, 9/11/18