



Guidelines for Scheduling Online & Blended Class Offerings

Online classes are scheduled the same as all other courses with the following exceptions:

- The Location field (on the Basic Data tab on the Maintain Schedule of Classes page) should be set to ONLINE
- The Instruction Mode field (on the Basic Data tab on the Maintain Schedule of Classes page) should be set to one of the following:
 - OL – use for 100% online courses
 - OF – in fully online graduate programs, use this code for courses that confer full-time status per the [Graduate Enrollment policy](#) (i.e., comps and masters/dissertation research)
- The Facility ID field (on the Meetings tab on the Maintain Schedule of Classes page) should be set to ONLINE.
- The Room Characteristic field (on the Meetings tab on the Maintain Schedule of Classes page) should be set to 73 (for “online”).

Blended classes are scheduled the same as all other courses with the following exceptions:

- The Location field (on the Basic Data tab on the Maintain Schedule of Classes page) should be set to BLENDED
- The Instruction Mode field (on the Basic Data tab on the Maintain Schedule of Classes page) should be set to BL.
- Two meeting patterns should be entered (on the Meetings tab on the Maintain Schedule of Classes page).
 - The first meeting pattern will indicate the meeting pattern of the in-person component of the course.
 - The second meeting pattern will be left blank except ONLINE will be entered in the Facility ID field.
- The Room Characteristic field (on the Meetings tab on the Maintain Schedule of Classes page) should be set to the desired characteristics of the room assigned to the in-person portion of the class.

Class Sessions/Dates for online/blended courses are entered the same as for all other courses:

- In the fall and spring semester, online classes with start and end dates matching the dates of the regular semester should be scheduled in Session 1 ("Regular Academic Session").
 - These classes will follow the academic deadlines as listed in the Academic Calendar.
- In the summer term, online classes with start and end dates matching the dates of one of the standard summer sessions (15, 16, 25, 26, 111, 114, ON1, ON2) should be scheduled in that session.
 - These classes will follow the academic deadlines as listed on the Summer Sessions website.
- In all terms, online classes with start and end dates that **do not** match those of the regular semester (in fall or spring) or a standard summer session (in summer) should be scheduled in session DD ("Dynamically Dated Session"). When classes are scheduled in this session the start and end date of the class will need to be entered on both the Basic Data and Meetings tabs on the Maintain Schedule of Classes page.
 - These classes will have academic deadlines that are proportional to the deadlines for the full semester. These deadlines can be viewed in Cardinal Students (via the calendar icon in Class Search results for staff and via the Enrollment Deadlines link in Manage Classes > My Classes for students).

Online classes may be offered outside of the regular semester if pedagogically necessary

Enrollment reporting and financial aid are both tied to the regular semester dates so, whenever possible, you should schedule classes within those dates; however, when pedagogically necessary, fully online course offerings may be offered outside of the regular semester dates as defined in the academic calendar.

The below guidelines apply to fully online offerings which are offered outside of the regular semester dates. **Failure to schedule classes according to these guidelines may result in enrolled students being ineligible for federal financial aid.**

- Start and end dates may not extend more than two weeks outside of the regular semester dates as defined in the academic calendar.
 - If a class starts on or after the start date for the regular semester it can not end any later than two weeks after the end of the regular semester.
 - If a class ends on or before the end date for the regular semester it can not begin any earlier than two weeks before the start date of the regular semester.
 - If both the start and end date for a class will extend outside of the regular semester dates then the start date can not be any earlier than one week before the regular semester begins and the end date can not be any later than one week after the regular semester ends.
- All online classes scheduled for a single term must conclude before any online classes can begin in the subsequent term. **Students can not have overlapping enrollment in two separate terms.**