Class Location Codes & Instruction Modes

Academic Schedulers must ensure that the correct location code and an instruction mode are assigned to every class section in Cardinal Students. Codes will "roll" from the matching term in the prior year (e.x., fall to fall, spring to spring, etc.) but must be adjusted as needed during the scheduling period to reflect the correct location and instruction mode for the new term.

Class location codes are used to indicate the general location of *where* a course is being taught. Primarily, these codes help to distinguish whether attendance is required in person or online, although a combined code is also an option for classes that require attendance in both places.

Class instruction modes are used to indicate *how* a course is being taught. Primarily, these codes help to distinguish whether a class is taught synchronously, asynchronously, or via both methods, although there are a few additional instruction modes used for classes that have no set meeting patterns but that need to be tracked separately for other purposes.

Class Location Codes - Definitions

Class location codes are used to indicate the general **location** of where a course is being offered.

> <u>MAIN</u>: All class meetings occur on the main campus.

> <u>OFF CAMPUS</u>: All class meetings occur at an off campus location.

> <u>ABROAD</u>: All class meetings occur at an abroad location.

> <u>ONLINE</u>: All class meetings occur online

> <u>IP+OL</u>: Class meetings occur both in person *and* online. These courses will have a minimum of two meeting patterns in Cardinal Students -- one for the in person component and one for the online component.

Instruction Modes - Definitions

Class Instruction Modes are used to indicate **how a course is being taught**. There are also a few additional modes for non-meeting pattern courses that need to be tracked separately.

> **Synchronous (S)**: Students and instructors meet synchronously. All synchronous classes should have meeting patterns in Cardinal Students identifying the days and times the class meets.
>
> **Asynchronous (A)**: Students and instructors interact solely asynchronously. Classes involve well-designed, pre-recorded and preassembled content and planned interactions. Content is accessed by students at an unspecified time, with assignments to be completed by given deadlines. There is NO scheduled meeting requirement for these classes.
>
> **Synchronous & Asynchronous (SA)**: Students and instructors engage in a combination of in synchronous and asynchronous learning. Classes involve well-designed, pre-recorded and preassembled content and planned interactions, in addition to in person interactions during scheduled meeting times. These classes will have a minimum of two meeting patterns in Cardinal Students -- one for the synchronous component (with days and times entered) and one for the asynchronous component (which will have no set meeting pattern).
>
> **Full-Time Equivalent (FT)**: This mode is assigned to any graduate-level class that enables enrolled students to be certified as full-time, as detailed in section II of the [Graduate Enrollment policy](.).*
>
> **Exam (EX)**: This mode is assigned to any exam-only class *except for graduate comprehensive exams* (which should have the FT instruction mode.)*
>
> **Modes indicating a malpractice insurance requirement (LO, MH, ML, MO, NC, PI, SI)**: This mode is assigned to clinical classes in the Conway School of Nursing, The National Catholic School of Social Service, and the Psychology department in the School of Arts & Sciences, which carry a fee for malpractice insurance.*
>
> **Directed Research (DR)**: This mode is assigned to any directed research class.*
>
> **Independent Study (IS)**: This mode is assigned to any independent study class.*
>
> **Internship (IN)**: This mode is assigned to any internship class.*
>
> *Classes with these modes will generally NOT have assigned meeting patterns.

How Location Codes and Instruction Modes Intersect

The below table is an overview of how the location codes and instructions modes could potentially intersect.

INSTRUCTION MODE (HOW)	LOCATION CODE (WHERE)				
	MAIN	OFF CAMPUS	ABROAD	ONLINE	IPOL
Synchronous (S)	YES	YES	YES	YES	YES
Asynchronous (A)	NO	NO	NO	YES	NO
Synchronous & Asynchronous (SA)	NO	NO	NO	YES	YES
Exam (EX)	YES	YES	YES	YES	YES
Full-Time Equivalent (FT)	YES	YES	YES	YES	YES
Clinicals w/malpractice insurance charges (LO/MH/ML/MO/NC/PI/SI)	NO	YES	YES	YES	YES
Directed Research (DR)	YES	YES	YES	YES	YES
Independent Study (IS)	YES	YES	YES	YES	YES
Internship (IN)	YES	YES	YES	YES	YES

A few key points to note:

- **Synchronous (S)** classes can be scheduled with any location code, as it is possible to teach synchronously in person or online.
    - If all synchronous meetings occur in person, the location code of MAIN, OFF CAMPUS, or ABROAD would be used, depending on the meeting location.
    - If all synchronous meeting occur online, the ONLINE location code would be used.
    - If some synchronous meetings occur in person and some synchronous meetings occur online, the IPOL location is used.
        - These courses will have a minimum of two meeting patterns in Cardinal Students -- one for the in person component and one for the online component -- even if each component meets on the same days/times. This enables students to easily identify which meetings are in person versus online and ensures that classroom spaces are only assigned for the in person meetings.
- **Asynchronous (A)** classes can only be scheduled with the ONLINE location code, as all of the other location codes require an in person component and it is not possible to meet in person asynchronously.
- **Synchronous & Asynchronous (SA)** classes can only be scheduled with a location code of ONLINE or IPOL.
    - ONLINE would be used if the synchronous meetings are online.
    - IPOL would be used if the synchronous meetings are in person.

- **Exam (EX)** classes generally do not have assigned meeting patterns. The location code used for these classes should reflect the primary location where students will complete their exam.
- **Full-Time Equivalent (FT)**, **Directed Research (DR)**, **Independent Study (IS)**, and **Internship (IN)** classes, as well as those with instruction modes used to trigger malpractice insurance fees (LO, MH, ML, MO, NC, PI, and SI) generally do not have assigned meeting patterns. The location code used for these classes should reflect the primary location where students will complete their work.

Enabling Flexible Attendance Option

Students must enroll in a class section with a location code and instruction mode that matches *where* and *how* they are completing the course. This is necessary for a number of reasons:
- Enables accurate certification of enrollment to outside entities (who often need to know if the student attended in person or online).
- Enables ISSS to assess Visa eligibility, as it is clear whether students are attending classes online or in person.
- Assures an appropriately-sized classroom is assigned to each class, as students attending online are not included in the head count used to determine needed room size.
- Allows a more accurate accounting of students attending online.
- Ensures students attending in person are accurately accounted for in the event of an emergency at the physical location of the class.

If a department wishes to allow flexibility in where a student attends, they should schedule multiple sections of the course -- one for each location from which students may attend. Students can then enroll in the section with the location code that matches their desired attendance location:

- MAIN/OFF CAMPUS/ABROAD – Used for students attending all class meetings in one of these locations.
- ONLINE – Used for students attending all class meetings online. (These classes theoretically can be synchronous, asynchronous, or both, depending on the assigned instruction mode; however, in the scenario where an otherwise in person class is offered via a live-streaming attendance model, the instruction mode should be synchronous (S). This will likely be the most common scenario for this sort of location split.)

For example, if an instructor teaches a course on campus but the department wants to enable students to attend entirely remotely via Zoom, they would schedule two sections of the course – both sections would have the synchronous (S) instruction mode but one section would have the MAIN location code and one section would have the ONLINE location code. Students attending in person would register for the former while students attending remotely would register for the latter. This fulfills all of the needs outlined above and also enables the department to strategically open seats for the preferred number of in person versus online students.