

Instructional Method (INSM Code)	Eligible Campuses	Teaching Expectations (All criteria must be established and available before registration begins)	Meeting Time Rules	Meeting Example in CLSS	**Building/Location Assignment	Section Comments
Face-to-Face (FTF)	University City, Center City, Queen Lane, West Reading, Off Campus, etc.	Section has regular, weekly meetings in-person on the campus indicated.	Section will have a meeting pattern.	MWF 9AM-9:50AM CURTIS 250A	Section will have a building and room assignment listed.	None required.
Hybrid-Synchronous (HYB)	University City, Center City, Queen Lane, Off Campus, etc.	Section has regular, weekly meetings in-person on the campus indicated which account for approximately 50% of the course’s contact hours; additional weekly online-synchronous meetings. Attendance expected.	Class meeting times listed for both in-person and online components.	- W 12:30PM-1:50PM Online Meeting - F 12:30PM-1:50PM NSBITT 111	Section will have a building and room assignment listed, and an online-synchronous pattern listed. **The online-synchronous meeting pattern must have ‘Online Meeting’ building/room assigned immediately on creation.	Section meetings held both on campus and online as listed.
Hybrid-Asynchronous (HYA)	University City, Center City, Queen Lane, Off Campus, etc.	Section has regular, weekly meetings in-person on the campus indicated which account for approximately 50% of the course’s contact hours; Additional online-asynchronous work required.	Class meeting times listed for in-person only. No online meetings.	W 9AM-9:50AM MACALS 4011	Section will have a building and room assignment listed. No meeting patterns for any online component may be used.	Section meets in-person with additional asynchronous work online.
Hybrid-Mixed (HMX)	University City, Center City, Queen Lane, Off Campus, etc.	In-person and online-synchronous meetings occur at varying frequency throughout term with care taken to ensure required contact hours are met between meetings and online-asynchronous work (which is a part of this modality.)	Class meeting times listed for both in-person and online components.	- M 9/21 7:00PM-8:50PM Online Meeting - W 10/7 7:00PM-8:50PM PISB 104 - M 11/30 7:00PM-8:50PM Online Meeting - W 12/2 7:00PM-8:50PM PISB 104	In-person meetings: Create meeting pattern(s) and assign any departmental space that will be used or wait for general room assignment. **Online-synchronous meetings: Create meeting pattern(s) and immediately assign building/room 'Online Meeting' on creation.	Must indicate if attendance is required or optional for meetings. Example: Monday evening online sessions listed are attendance optional and will be recorded. On campus meeting attendance required.
† Online-Asynchronous (ONL)	Online	Section is designed for students to complete all coursework entirely online-asynchronously on their own time, while following a week-by-week schedule as outlined in the syllabus.	Section cannot have any class meeting times listed.	No meeting pattern allowed – select another instructional method.	No room assignment.	None required.
Online-Synchronous (OSY)	Online	Section has regular, weekly online-synchronous meetings with established times listed. Mandatory attendance is the standard and must note in section comment otherwise. If meeting schedule does NOT capture all required weekly contact hours, see Section Comment section for additional requirements.	Section will meet weekly throughout the term as listed.	- TR 6PM-7:50PM Online Meeting OR - TR 7PM-750PM Online Meeting Section Comment: Additional online asynchronous work required.	‘Online Meeting’ must be assigned as building/room for all meetings.	Comment must indicate if live attendance at sessions is NOT Required. Otherwise, attendance is assumed to be mandatory. If meeting schedule does NOT capture all required weekly contact hours, must include comment about additional asynchronous work online.
Online-Mixed (OMX)	Online	Classes have intermittent or irregular synchronous sessions online with established times. Whether live attendance is required or optional must be indicated in the section comment.	Section will meet online-synchronously on the specific dates listed.	- M 9/21 8PM-9:50PM Online Meeting - M 10/19 8PM-9:50PM Online Meeting - M 11/23 8PM-9:50PM Online Meeting - SSu 10/10 - 10/11 9AM-4:50PM Online Meeting	Section will have a meeting shorter than the full POT indicated, or specific individual meeting dates listed. ‘Online Meeting’ must be assigned as building/room for all meetings.	Comment must indicate if live attendance at synchronous sessions is mandatory or optional.
Low Residency - 1 Week (L1W)	University City, Center City, Queen Lane, West Reading, Off Campus, etc.	Intensive in-person meetings during one week of the term, typically followed by online coursework. Online work may be live or self-paced.	Daily meetings during residency week. Online work follows. Section comments will explain attendance expectations for any online meetings.	- MTWRF 9/21 - 9/25 8AM-4:50PM GHALL 406 - M 10/19 7PM-9:20PM Online Meeting	In-person meetings: Create meeting pattern(s) and assign departmental space for the meeting(s). **Any online-synchronous meetings: Create meeting pattern(s) and immediately assign 'Online Meeting' building/room on creation.	The section comment must indicate the week(s) of the term during which the residency will take place. If any online-synchronous meetings are listed, comment must also indicate if live attendance at session(s) is mandatory or optional.

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Low Residency - 2 Week (L2W)	University City, Center City, Queen Lane, West Reading, Off Campus, etc.	Intensive in-person meetings during two weeks of the term, typically followed by online coursework. Online work may be live or self-paced.	Daily meetings during back-to-back residency weeks. Online work follows. Section comments will explain attendance expectations for any online meetings.	• MTWRF 9/21 - 10/2 8AM-4:50PM GHALL 109	In-person meetings: Create meeting pattern(s) and assign departmental space for the meeting(s). **Any online-synchronous meetings: Create meeting pattern(s) and immediately assign 'Online Meeting' building/room on creation.	The section comment must indicate the weeks of the term during which the residency will take place. If any online-synchronous meetings are listed, comment must also indicate if live attendance at session(s) is mandatory or optional.
Directed Study (DIR)	*Any	Schedule of meetings worked out between supervising instructor/researcher and student(s) and may be in person, online, or some combination of modalities approved for the campus indicated. This modality may ONLY be used for capstone, clinical, dissertation, independent study, internship/clerkship/preceptor, medical rotation, private lesson, research, or thesis schedule types. When used in combination with a physical campus, DIR qualifies a section as a full-time status course for international students. *Therefore all on-campus programs must offer an on-campus section of culminating coursework (such as capstone, thesis, dissertation) in order to keep international students in compliance.	Section cannot have class meeting times listed, if listing meetings please use another instructional method.	No meeting pattern allowed – select another instructional method.	No room assignment.	None required.

WebTMS Display of Online Meeting Information

****Online Meetings for Hybrid/Low Residency Sections**

The WebTMS will now display building and room information whenever the **"Online Meeting"** room assignment has been entered in CLSS, regardless of whether on-campus room assignments are currently visible. This applies to the following instructional methods:

- Hybrid-Synchronous (HYB)
- Hybrid-Mixed (HMX)
- Low Residency – 1 Week (L1W)
- Low Residency – 2 Week (L2W)

Displaying the **"Online Meeting"** assignment allows students to easily identify the online component of a section and better plan their schedules.

For this reason, schedulers must assign the **"Online Meeting"** building/room in CLSS (via the Snapper) immediately upon creating any online-synchronous meetings when using these instructional methods.

The on-campus meeting line will display either "TBD" or the assigned room once room assignments are available.

† Online-Asynchronous (ONL)

Online-Asynchronous (ONL) sections will now display the following information on the WebTMS meeting section to provide greater clarity about course delivery. "TBD" will no longer be displayed.

Times	Days	Building	Room
Asynchronous	Asynchronous	None	None

Room assignments are visible immediately upon assignment in both the OAS Term Master Schedule→TMS Results report and Banner Self-Service, including during active registration and when using Schedule Ahead.