

Instructional Method (INSM Code)	Eligible Campuses	Teaching Expectations	Meeting Time Rules	Meeting Example in CLSS	**Building/Location Assignment	Section Comments
<b>Face-to-Face (FTF)</b>	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.	<ul style="list-style-type: none"> <li>MWF 9AM-9:50AM CURTIS 250A</li> </ul>	Section will have a building and room assignment listed.	None required.
<b>Hybrid-Synchronous (HYB)</b>	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.	<ul style="list-style-type: none"> <li>W 12:30PM-1:50PM Online Meeting</li> <li>F 12:30PM-1:50PM NSBITT 111</li> </ul>	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.
<b>Hybrid-Asynchronous (HYA)</b>	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.	<ul style="list-style-type: none"> <li>W 9AM-9:50AM MACALS 4011</li> </ul>	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.
<b>Hybrid-Mixed (HMX)</b>	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. Online-asynchronous work also required.	Class meeting times listed for both in-person and online components.	<ul style="list-style-type: none"> <li>W 12:30PM-1:50PM PISB 104</li> <li>M 9/21 7:00PM-8:50PM Online Meeting</li> <li>M 11/30 7:00PM-8:50PM Online Meeting</li> </ul>	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 online attendance is required or optional.  Example: Monday evening online sessions listed are attendance optional and will be recorded.
<b>Online-Asynchronous (ONL)</b>	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.
<b>Online-Synchronous (OSY)</b>	Online	All of the following criteria posted prior to start of registration: Section has regular, weekly online-synchronous meetings with established times listed. Mandatory attendance is the standard and must note in section comment otherwise.	Section will meet weekly throughout the term as listed.	<ul style="list-style-type: none"> <li>TR 6PM-7:50PM Online Meeting</li> </ul>	'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.
<b>Online-Mixed (OMX)</b>	Online	All of the following criteria posted prior to start of registration: Classes have intermittent or irregular synchronous sessions online with established times. Expectation as to whether live attendance is required established via section comment.	Section will meet online-synchronously on the specific dates listed.	<ul style="list-style-type: none"> <li>M 9/21 8PM-9:50PM Online Meeting</li> <li>M 10/19 8PM-9:50PM Online Meeting</li> <li>M 11/23 8PM-9:50PM Online Meeting</li> <li>SSu 10/10 - 10/11 9AM-4:50PM Online Meeting</li> </ul>	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.
<b>Low Residency - 1 Week (L1W)</b>	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.	<ul style="list-style-type: none"> <li>MTWRF 9/21 - 9/25 8AM-4:50PM GHALL 406</li> <li>M 10/19 7PM-9:20PM Online Meeting</li> </ul>	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.	Comment must indicate what week of term in 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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<b>Low Residency - 2 Week (L2W)</b>	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.	Comment must indicate what weeks of term in 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.
<b>Directed Study (DIR)</b>	*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. <b>*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.</b>	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.

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The WebTMS does *not* show classroom assignments for a given term until the week prior to the start of term.

However, room assignments ARE visible in both the OAS Term Master Schedule report AND in Banner Self-Service immediately upon assignment.

Students can see all assigned rooms when using Self-Service to browse for coursework using Schedule Ahead or during registration.

Therefore it is absolutely critical that any online meetings for the following schedule types must assign 'Online Meeting' building/room in CLSS via the Snapper immediately on creation.

Hybrid-Synchronous

Hybrid-Mixed

Low Residency – 1 Week

Low Residency – 2 Week

Selecting the 'Online Meeting' building/room for these line items distinguishes them from any on-campus meetings where general room assignments may not have yet been assigned and help immensely when planning time on or around campus.

On Banner Self-Service, students will see building: online, room: online. We are working with our partners in AIS/CES towards getting updates made in the WebTMS to help distinguish these lines as quick as possible.