

**THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI**

# **COURSE DELIVERY FORMATS**

**SCHEDULING TIPS**

**Registrar's Office  
November 2023**

# SCHEDULING TIPS

Effective for scheduling Summer and Fall 2024 classes, the definitions of the course delivery formats will change slightly as defined in the Online Teaching and Learning at USM policy established in July 2023. Additionally, per this policy, the required approvals to change the course delivery format of classes after schedule entry closes have also been updated. This document will show how to schedule classes in each of the formats as defined by this policy. An infographic with brief definitions of the course delivery formats is available on the Registrar's Office webpage at [www.usm.edu/registrar](http://www.usm.edu/registrar). The full policy is available at [tinyurl.com/akk5jkc](http://tinyurl.com/akk5jkc).

# SCHEDULING TIPS

*From the new policy:*

## Course Modalities

Courses at The University of Southern Mississippi can be delivered in one of seven formats:

- a. face-to-face;
- b. synchronous online ("Chat");-
- c. asynchronous online ("Online");
- d. hybrid face-to-face/synchronous online ("Hybrid Synchronous");
- e. hybrid face-to-face/asynchronous online ("Hybrid Asynchronous");
- f. blended synchronous/asynchronous online ("Blended Online");
- g. executive format (as part of a program configured in this format).

Each of these formats carries different expectations for online and in-person meetings (if any), but the level of work and learning is the same, regardless of format. All classes must also adhere to the Family Educational Rights and Privacy Act (FERPA) stipulations, including maintaining the privacy of student grades and comments on student work.

Course modalities must be identified at the time courses are scheduled. If a class is hybrid or blended online, the meeting patterns must be clearly indicated in SOAR, and details of the meeting days/times must be specified in the Notes section in SOAR (e.g., the class meets on Tuesday but is asynchronous online on Thursdays). Once set in SOAR, course modalities are generally not changed; any changes require written approval through the Dean's and Provost's office.

# FACE-TO-FACE



Courses offered in “face-to-face” format require students to be physically co-present with the instructor of record for the duration of the term, fulfilling contact minute guidelines.

# FACE-TO-FACE



- Meets 100% of the contact minute guidelines in the classroom
- Campus & Location will always be a physical teaching site
- Possible campus/location options:
  - HBG/HBG
  - USMGC/GULF PARK
  - USMGC/GCRL
  - USMGC/MRC
  - USMGC/STENNIS
- Instruction Mode will always end with an F (ex. CF for lectures, LF for labs, TF for thesis, DF for dissertation, etc.)
- Meeting patterns and times should be standard meeting patterns/times
- Will be assigned to a classroom in Ad Astra

# FACE-TO-FACE

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 006943 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area HIS History  
Catalog Nbr 101 World Civ I

Auto Create Component

### Class Sections

Find | View All First 3 of 11 Last

\*Session 1 Regular Academic Session Class Nbr 2536  
\*Class Section H001 \*Start/End Date 01/17/2024 05/10/2024  
\*Component LEC Lecture Event ID  
\*Class Type Enrollment Section  
\*Associated Class 3 Units 3.00 Associated Class Attributes  
\*Campus HBG Hattiesburg Add Fee  
\*Location HBG Hattiesburg  
Course Administrator  
\*Academic Organization ASHUM Humanities  
Academic Group CAS Col of Arts and Sciences  
\*Holiday Schedule STAF Faculty and Staff Holiday  
\*Instruction Mode CF Lecture / Face-to-Face  
Primary Instr Section H001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

### Class Topic

Course Topic ID   Print Topic in Schedule

### Equivalent Course Group

Course Equivalent Course Group  Override Equivalent Course  
Class Equivalent Course Group

### Class Attributes

Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
<input type="text"/>		<input type="text"/>	

Example class – HIS 101

### Basic Data tab:

- **Campus: HBG**
- **Location: HBG**
- **Instruction Mode: CF**

# FACE-TO-FACE

## Maintain Schedule of Classes

Basic Data **Meetings** Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 006943 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area HIS History  
Catalog Nbr 101 World Civ I

### Class Sections

Session 1 Regular Academic Session Class Nbr 2536  
Class Section H001 Component Lecture Event ID  
Associated Class 3 Units 3.00

### Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
WSH A 215 TTH 9:30AM 10:45AM        01/17/2024 05/10/2024

Stout A Topic ID Free Format Topic

Classrooms are assigned in Ad Astra.

Print Topic On Transcript Contact Hours

### Instructors For Meeting Pattern

Personalize | Find | View All | First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Loa
101101758	Woods, John Campbell	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1

### Room Characteristics

Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

### Academic Shift

Personalize | Find | First 1 of 1 Last

Academic Shift	Description

Example class – HIS 101

### Meetings tab:

- **Meeting Pattern & Times:**  
TTH 9:30AM – 10:45AM
- **Facility ID:** WSH A  
(assigned in Ad Astra)

# HYBRID ASYNCHRONOUS

**50%**



**50%**



Combines face-to-face sessions with online work without any required virtual meetings. These courses meet in person at a teaching site for a minimum of 50% of the required contact minutes, and the remaining course delivery is online and asynchronous.



# HYBRID ASYNCHRONOUS

50%



50%



- Meets at least 50% of the contact minute guidelines in the classroom
- Campus will be the physical location where the class meets in person, either HBG or USMGC
- Location will be ONLINE
- Instruction Mode will always end with an H (ex. CH for lectures, LH for labs, TH for thesis, DH for dissertation, etc.)
- Will have Online Hybrid attribute: CLSN, ONLINE HYB

# HYBRID ASYNCHRONOUS

50%



50%



- Meeting patterns and times for the in-person portion should be a standard meeting pattern/time
- Facility ID will be HYBRID HBG or HYBRID GC
- The classroom for the in-person meeting will be scheduled in Ad Astra as an event
- Classroom should be added in the Notes section in Maintain Schedule of Classes when the event is created in Ad Astra to reserve the room

# HYBRID ASYNCHRONOUS

**Maintain Schedule of Classes**

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 009651 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area FIN Finance  
Catalog Nbr 300 Prin Of Finance

Auto Create Component

**Class Sections** Find | View All First 1 of 10 Last

\*Session 1 Regular Academic Session Class Nbr 5354  
\*Class Section G001 \*Start/End Date 01/17/2024 05/10/2024  
\*Component LEC Lecture Event ID 000138904  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00 Associated Class Attributes  
\*Campus USMGC USMGC Add Fee  
\*Location ONLINE Online Course  
Course Administrator  
\*Academic Organization BEDFIN Finance  
Academic Group CBED Col of Business & Economic Dev  
\*Holiday Schedule STAF Faculty and Staff Holiday  
\*Instruction Mode CH Lecture / Hybrid  
Primary Instr Section G001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

**Class Topic**  
Course Topic ID Print Topic in Schedule

**Equivalent Course Group**  
Course Equivalent Course Group Override Equivalent Course  
Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
CLSN	Class Note	ONLINE HYB	Online Hybrid

Example class – FIN 300

**Basic Data tab:**

- **Campus:** USMGC
- **Location:** ONLINE
- **Instruction Mode:** CH
- **Class Attribute:** CLSN, ONLINE HYB

# HYBRID ASYNCHRONOUS

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 009651 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area FIN Finance  
Catalog Nbr 300 Prin Of Finance

### Class Sections

Session 1 Regular Academic Session Class Nbr 5354  
Class Section G001 Component Lecture Event ID 000138904  
Associated Class 1 Units 3.00

### Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
HYBRID GC 9999 TH 4:00PM 5:15PM        01/17/2024 05/10/2024

Hybrid GC

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

### Instructors For Meeting Pattern

Personalize | Find | View All | First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Load
18080008	O'Sullivan, Jennifer Ann	Primary Instructor	<input checked="" type="checkbox"/>	Approve		10

### Room Characteristics

Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

### Academic Shift

Personalize | Find | First 1 of 1 Last

Academic Shift	Description

Example class – FIN 300

### Meetings tab:

- Meeting Pattern & Times:  
TH 4:00PM – 5:15PM
- Facility ID: HYBRID GC

# HYBRID ASYNCHRONOUS

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap **Notes** Exam LMS Data GL Interface

Course ID 009651 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area FIN Finance  
Catalog Nbr 300 Prin Of Finance

### Class Sections Find | View All First 1 of 10 Last

Session 1 Regular Academic Session Class Nbr 5354  
Class Section G001 Component Lecture Event ID 000138904  
Associated Class 1 Units 3.00

### Class Notes Find | View All First 1 of 1 Last

\*Sequence Number 1 + -

\*Print Location After  Even if Class Not in Schedule

Note Nbr

Copy Note

Free Format Text:

Clear Note

Class will meet on Thursdays in NAB 101 and online as directed by instructor.

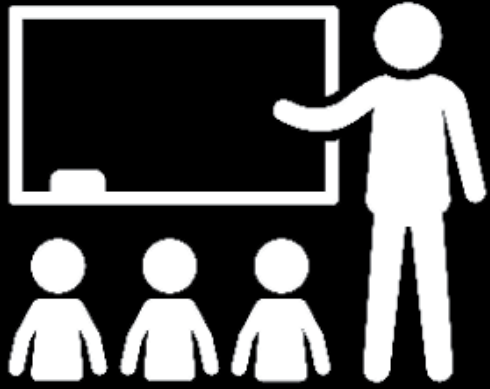
Example class – FIN 300

### Notes tab:

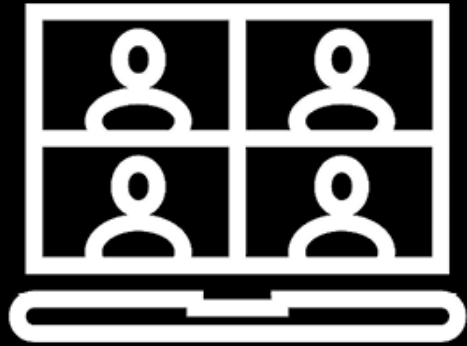
- **Free Format Text:** Class will meet on Thursdays in NAB 101 and online as directed by instructor. *(Please be consistent and use this wording format in the notes.)*

# HYBRID SYNCHRONOUS

50%



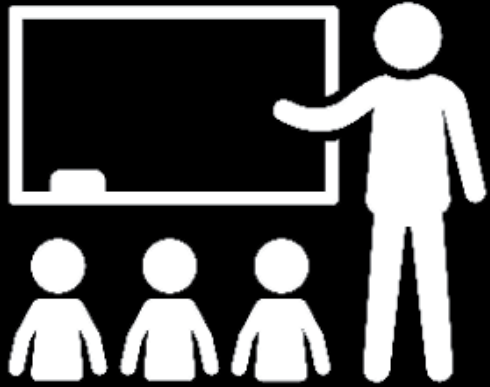
50%



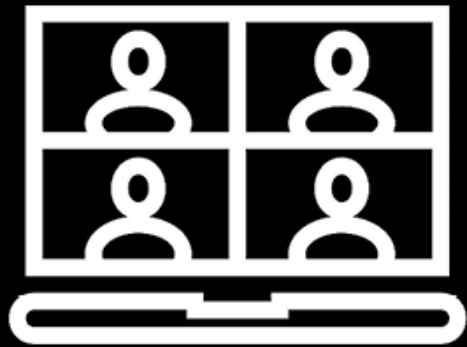
These courses meet in person at a teaching site for a minimum of 50% of the required contact minutes, and the remaining course delivery in online during scheduled chat times.

# HYBRID SYNCHRONOUS

50%



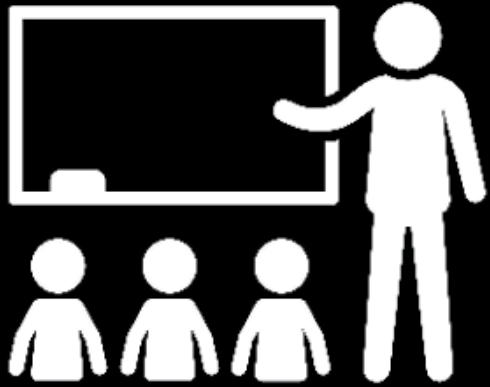
50%



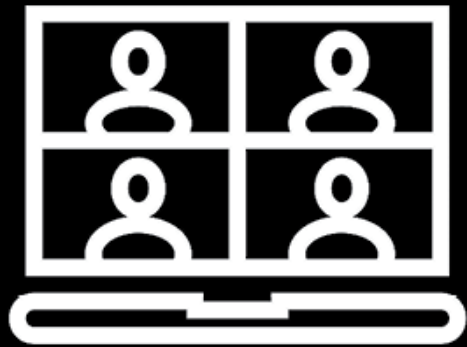
- Meets at least 50% of the contact minute guidelines in the classroom
- Meets online in a scheduled chat format for the remaining time per week
- Examples include:
  - One day per week for 1 hour, 15 minutes in person & one day per week for 1 hour, 15 minutes in online chat
  - Two days per week for 1 hour each in person & one day per week for 1 hour in online chat

# HYBRID SYNCHRONOUS

50%



50%

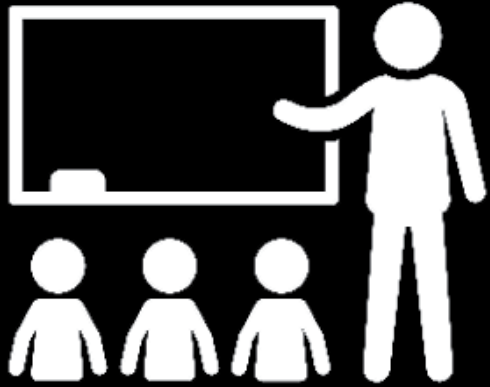


- Campus will be the physical location where the class meets in person, either HBG or USMGC
- Location will be ONLINE
- Instruction Mode will always end with an H (ex. CH for lectures, LH for labs, TH for thesis, DH for dissertation, etc.)
- Will have Online Hybrid attribute: CLSN, ONLINE HYB

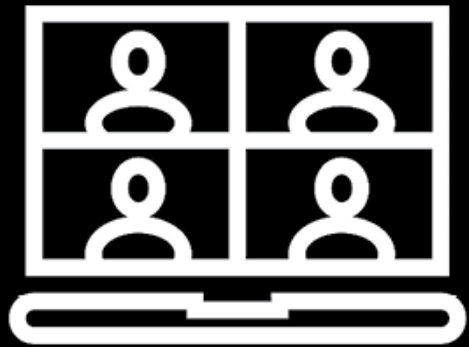


# HYBRID SYNCHRONOUS

50%



50%



- Will have separate meeting patterns for the in-person meeting and the online meeting
- Meeting patterns and times for both the in-person and online meetings should be standard meeting patterns/times
- Facility ID will be HYBRID HBG or HYBRID GC for the in-person meeting and CHAT HBG or CHAT GC for the online meeting
- The classroom for the in-person meeting will be scheduled in Ad Astra as an event
- Classroom should be added in the Notes section in Maintain Schedule of Classes when the event is created in Ad Astra to reserve the room

# HYBRID SYNCHRONOUS

## Maintain Schedule of Classes

**Basic Data** Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 009578 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 409 Auditing

Auto Create Component

**Class Sections** Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 1018  
\*Class Section H001 \*Start/End Date 01/17/2024 05/10/2024  
\*Component LEC Lecture Event ID 000138961  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00 Associated Class Attributes  
\*Campus HBG Hattiesburg Add Fee  
\*Location ONLINE Online Course  
Course Administrator  
\*Academic Organization BEDACC Accountancy  
Academic Group CBED Col of Business & Economic Dev  
\*Holiday Schedule STAF Faculty and Staff Holiday  
\*Instruction Mode CH Lecture / Hybrid  
Primary Instr Section H001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

**Class Topic**  
Course Topic ID    Print Topic in Schedule

**Equivalent Course Group**  
Course Equivalent Course Group   Override Equivalent Course  
Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CLSN	Class Note	ONLINE HYB	Online Hybrid	<input type="button" value="+"/>	<input type="button" value="-"/>

Example class – ACC 409

### Basic Data tab:

- **Campus:** HBG
- **Location:** ONLINE
- **Instruction Mode:** CH
- **Class Attribute:** CLSN, ONLINE HYB

# HYBRID SYNCHRONOUS

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 009578 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 409 Auditing

### Class Sections

Session 1 Regular Academic Session Class Nbr 1018  
Class Section H001 Component Lecture Event ID 000138961  
Associated Class 1 Units 3.00

### Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
HYBRID HBG 9999 T 11:00AM 12:15PM        01/17/2024 05/10/2024

Hybrid HBG

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

### Instructors For Meeting Pattern

Personalize Find View All First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Loa
10132948	Tony Deight Glenn	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
CHAT HBG 9999 TH 11:00AM 12:15PM        01/17/2024 05/10/2024

Chat Mtg HBG

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

### Instructors For Meeting Pattern

Personalize Find View All First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Loa
10132948	Tony Deight Glenn	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1

### Room Characteristics

Personalize Find View All First 1 of 1 Last

Example class – ACC 409

## Meetings tab:

- **In-Person Meeting:**
  - Meeting Pattern & Times: T 11:00AM – 12:15PM
  - Facility ID: HYBRID HBG
- **Online Meeting:**
  - Meeting Pattern & Times: TH 11:00AM – 12:15PM
  - Facility ID: CHAT HBG

# HYBRID SYNCHRONOUS

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap **Notes** Exam LMS Data GL Interface

Course ID 009578 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 409 Auditing

**Class Sections** Find | View All First 2 of 2 Last  
Session 1 Regular Academic Session Class Nbr 1018  
Class Section H001 Component Lecture Event ID 000138961  
Associated Class 1 Units 3.00

**Class Notes** Find | View All First 1 of 1 Last  
\*Sequence Number 50  
\*Print Location After  Even if Class Not in Schedule  
Note Nbr    
Free Format Text:   
There will be an additional \$10.00 per credit hour fee charged for this class to cover the additional costs above and beyond general expenditures of supplies, activities or services made available to students.

If class already has a note, click the plus sign to add another note.

Example class – ACC 409

### Notes tab:

- **Free Format Text:** Class will meet on Tuesdays in SCH 1043 and on Thursdays online. (Please be consistent and use this wording format in the notes.)

# HYBRID SYNCHRONOUS

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap **Notes** Exam LMS Data GL Interface

Course ID 009578 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area ACC Accounting  
Catalog Nbr 409 Auditing

### Class Sections Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 1018  
Class Section H001 Component Lecture Event ID 000138961  
Associated Class 1 Units 3.00

### Class Notes Find | View All First 2 of 2 Last

\*Sequence Number 51 + -

\*Print Location After  Even if Class Not in Schedule

Note Nbr

Copy Note

Free Format Text:

Clear Note

Class will meet on Tuesdays in SCH 1043 and on Thursdays online.

Example class – ACC 409

### Notes tab:

- **Free Format Text:** Class will meet on Tuesdays in SCH 1043 and on Thursdays online. *(Please be consistent and use this wording format in the notes.)*

# ONLINE (ASYNCHRONOUS)



Online asynchronous courses do not require students to come to a physical campus at any point, and students are also not required to log in at any set time.

# ONLINE (ASYNCHRONOUS)



- Meets 100% of the contact minutes guidelines online
- Section number will be based on the primary location of the instructor. For example, if Jane Doe is hired as Hattiesburg faculty, the section number will begin with an H.
- Campus will be ONLINE
- Location will be ONLINE
- Instruction Mode will always end with a O (ex. CO for lectures, LO for labs, TO for thesis, DO for dissertation, etc.)
- Will have Fully Online attribute: CEAC, ONLINE
- Will not have any meeting patterns/times
- Facility ID will be ONLINE HBG or ONLINE GC

# ONLINE (ASYNCHRONOUS)

**Maintain Schedule of Classes**

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 011039 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area DPH Department of Public Health  
Catalog Nbr 101 Personal Wellness

Auto Create Component

**Class Sections** Find View All First 1 of 4 Last

\*Session 1 Regular Academic Session Class Nbr 2138  
\*Class Section H001 \*Start/End Date 01/17/2024 05/10/2024  
\*Component LEC Lecture Event ID  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00 Associated Class Attributes  
\*Campus ONLINE Online  
\*Location ONLINE Online Course  
Course Administrator  
\*Academic Organization NHPHP Health Professions  
Academic Group CNHP Col of Nursing and Health Prof  
\*Holiday Schedule STAF Faculty and Staff Holiday  
\*Instruction Mode CO Lecture / Fully Online  
Primary Instr Section H001

Add Fee  
 Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

**Class Topic**  
Course Topic ID Print Topic in Schedule

**Equivalent Course Group**  
Course Equivalent Course Group Override Equivalent Course  
Class Equivalent Course Group

**Class Attributes** Personalize Find View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
CEAC	Alternative Learning Course	ONLINE	Fully Online

Example class – DPH 101

## Basic Data tab:

- **Campus: ONLINE**
- **Location: ONLINE**
- **Instruction Mode: CO**
- **Class Attribute: CEAC, ONLINE**



# ONLINE (ASYNCHRONOUS)

## Maintain Schedule of Classes

Basic Data **Meetings** Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 011039 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area DPH Department of Public Health  
Catalog Nbr 101 Personal Wellness

### Class Sections

Session 1 Regular Academic Session Class Nbr 2138  
Class Section H001 Component Lecture Event ID  
Associated Class 1 Units 3.00

### Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
ONLINE HBG 9999 01/17/2024 05/10/2024

Online HBG Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

### Instructors For Meeting Pattern

Personalize | Find | View All | First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Loa
472991	Geo. Emily Robinson	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1

### Room Characteristics

Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

### Academic Shift

Personalize | Find | First 1 of 1 Last

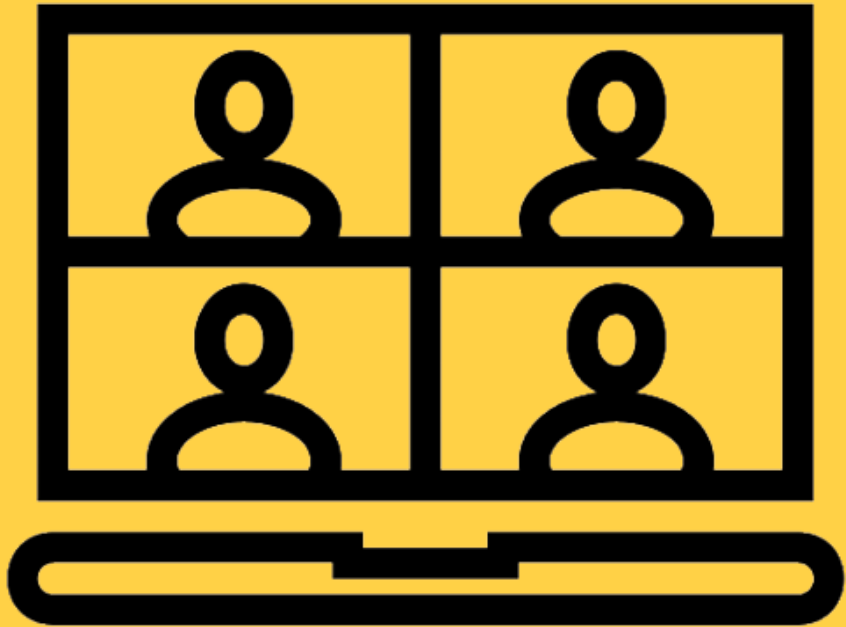
Academic Shift	Description

Example class – DPH 101

### Meetings tab:

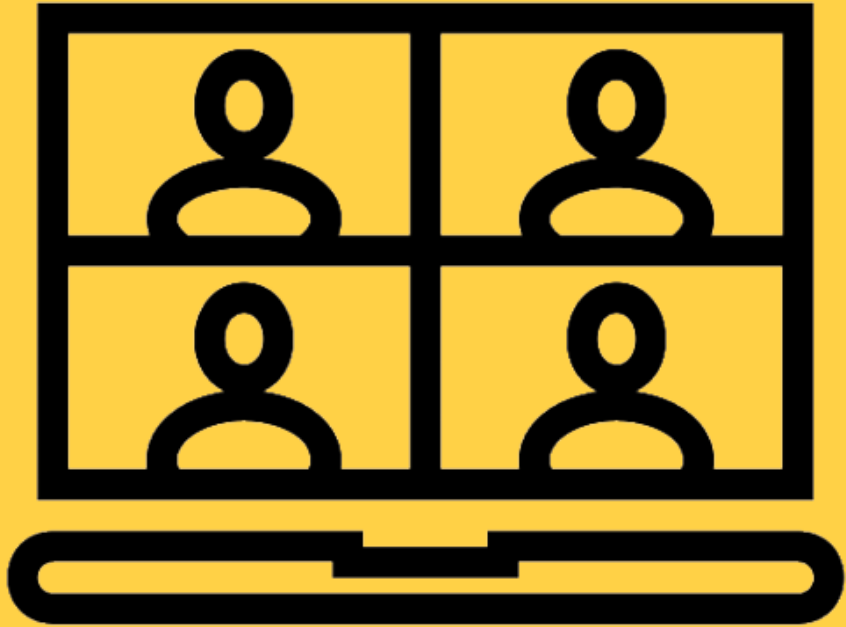
- **Facility ID: ONLINE HBG**

# CHAT (SYNCHRONOUS)



Students log in and participate during a set, scheduled time noted on their class schedule. All contact minutes are fulfilled through virtual class meetings. Students in Chat courses are never required to physically come to a teaching site.

# CHAT (SYNCHRONOUS)



- Meets 100% of the contact minute guidelines in the in scheduled online class meetings
- Section number will be based on the primary location of the instructor. For example, if John Smith is hired as Gulf Park faculty, the section number will begin with a G.
- Campus will be ONLNE
- Location will be ONLINE
- Instruction Mode will always end with a N (ex. CN for lectures, LN for labs, TN for thesis, DN for dissertation, etc.)
- Will have Fully Online attribute: CEAC, ONLINE
- Meeting patterns for the online meetings should be standard meeting patterns/times
- Facility ID will be CHAT HBG or CHAT GC

# CHAT (SYNCHRONOUS)

## Maintain Schedule of Classes

**Basic Data** Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 007717 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area BSC Biological Sciences  
Catalog Nbr 111 Prin Of Biol Sci II

Auto Create Component

**Class Sections** Find | View All First 5 of 5 Last

\*Session 1 Regular Academic Session Class Nbr 7859  
\*Class Section H005 \*Start/End Date 01/17/2024 05/10/2024  
\*Component LEC Lecture Event ID 000138919  
\*Class Type Enrollment Section  
\*Associated Class 5 Units 3.00 Associated Class Attributes  
\*Campus ONLINE Online  
\*Location ONLINE Online Course  
Course Administrator  
\*Academic Organization ASBEES Biological, Envir, & Earth S  
Academic Group CAS Col of Arts and Sciences  
\*Holiday Schedule STAF Faculty and Staff Holiday  
\*Instruction Mode CN Lecture / Synchronous  
Primary Instr Section H005

Add Fee

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

**Class Topic**

Course Topic ID   Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group  Override Equivalent Course  
Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
CEAC	Alternative Learning Course	ONLINE	Fully Online

Example class – BSC 111

### Basic Data tab:

- **Campus: ONLINE**
- **Location: ONLINE**
- **Instruction Mode: CN**
- **Class Attribute: CEAC, ONLINE**

# CHAT (SYNCHRONOUS)

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 007717 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area BSC Biological Sciences  
Catalog Nbr 111 Prin Of Biol Sci II

### Class Sections

Session 1 Regular Academic Session Class Nbr 7859  
Class Section H005 Component Lecture Event ID 000138919  
Associated Class 5 Units 3.00

### Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
CHAT HBG 9999 TTH 1:00PM 2:15PM        01/17/2024 05/10/2024

Chat Mtg HBG Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

### Instructors For Meeting Pattern

Personalize Find View All First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Load
	Quaternio, Melissa Ann	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1

### Room Characteristics

Personalize Find First 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

### Academic Shift

Personalize Find First 1 of 1 Last

Academic Shift	Description

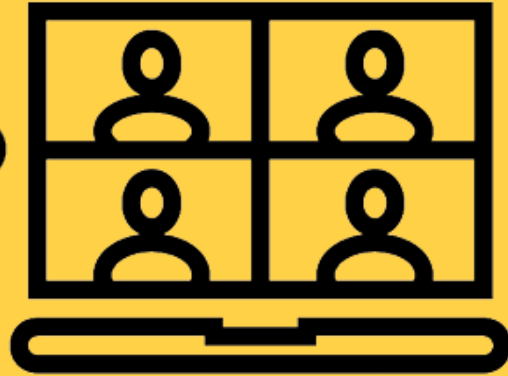
Example class – BSC 111

### Meetings tab:

- Meeting Pattern & Times:  
TTH 1:00PM – 2:15PM
- Facility ID: CHAT HBG

# BLENDED ONLINE

**50%**



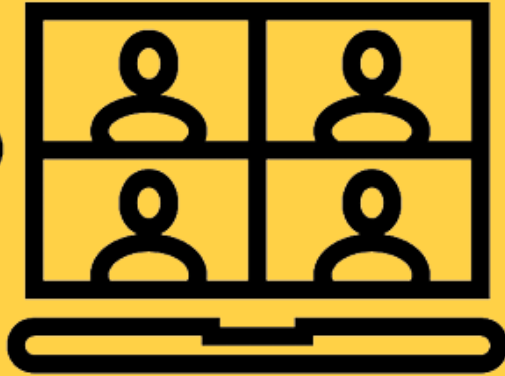
Requires students to meet online in synchronous, scheduled sessions for a minimum of 50% of the required contact minutes. The remainder of course delivery is also online, but asynchronous. Students are never required to come to a physical USM location

**50%**



# BLENDED ONLINE

50%



50%



- Meets at least 50% of the contact minute guidelines in scheduled online class meetings
- Section number will be based on the primary location of the instructor. For example, if Mary Jane Jones is hired as Hattiesburg faculty, the section number will begin with a H.
- Campus will be ONLINE
- Location will be ONLINE
- Instruction Mode will always end with a N (ex. CN for lectures, LN for labs, TN for thesis, DN for dissertation, etc.)
- Will have Fully Online attribute: CEAC, ONLINE
- Meeting patterns for the online meetings should be standard meeting patterns/times
- Facility ID will be CHAT HBG or CHAT GC

# BLENDED ONLINE

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 015147 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area LIS Library & Information Science  
Catalog Nbr 201 Intro Info Literacy

Auto Create Component

### Class Sections

Find | View All First 4 of 8 Last

\*Session 1 Regular Academic Session Class Nbr 5692

\*Class Section H004 \*Start/End Date 01/17/2024 05/10/2024

\*Component LEC Lecture Event ID 000138626

\*Class Type Enrollment Section

\*Associated Class 6 Units 3.00 Associated Class Attributes

\*Campus ONLINE Online

\*Location ONLINE Online Course

Course Administrator

\*Academic Organization EHSLIS Library & Information Sci

Academic Group CEHS Col of Education and Human Sci

\*Holiday Schedule STAF Faculty and Staff Holiday

\*Instruction Mode CN Lecture / Synchronous

Primary Instr Section H004

Add Fee

- Schedule Print
- Student Specific Permissions

- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

### Class Topic

Course Topic ID

Print Topic in Schedule

### Equivalent Course Group

Course Equivalent Course Group

Override Equivalent Course

Class Equivalent Course Group

### Class Attributes

Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
CEAC	Alternative Learning Course	ONLINE	Fully Online

Example class – LIS 201

## Basic Data tab:

- **Campus:** ONLINE
- **Location:** ONLINE
- **Instruction Mode:** CN
- **Class Attribute:** CEAC, ONLINE



# BLENDED ONLINE

## Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data GL Interface

Course ID 015147 Course Offering Nbr 1  
Academic Institution Univ of Southern Mississippi  
Term Spring 2023-2024 Undergrad  
Subject Area LIS Library & Information Science  
Catalog Nbr 201 Intro Info Literacy

### Class Sections

Session 1 Regular Academic Session Class Nbr 5692  
Class Section H004 Component Lecture Event ID 000138626  
Associated Class 6 Units 3.00

### Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
CHAT HBG 9999 M 11:00AM 12:15PM        01/17/2024 05/10/2024

Chat Mtg HBG Topic ID Free Format Topic

Print Topic On Transcript Contact Hours

### Instructors For Meeting Pattern

Personalize Find View All First

#### Assignment

ID	Name	*Instructor Role	Print	Access	Contact	Loa
479338	Bowkold, Catherine	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1
888284	Creed, Sherry L	Teaching Assistant	<input type="checkbox"/>	Approve		

### Room Characteristics

Personalize Find 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1 <input type="button" value="+"/> <input type="button" value="-"/>

### Academic Shift

Personalize Find 1 of 1 Last

Academic Shift	Description
	<input type="button" value="+"/> <input type="button" value="-"/>

Example class – LIS 201

### Meetings tab:

- Meeting Pattern & Times:  
M 11:00AM – 12:15PM
- Facility ID: CHAT HBG

# EXECUTIVE FORMAT



Condensed course delivery for non-traditional/professional learners. Typically includes a combination of online content delivery (asynchronous or synchronous) and weekend or other “intensive” in-person content. May be entirely online or entirely face-to-face. **This format is for programs, not individual courses.**