

## Data Standards for Building FULLY-ONLINE Courses

### Ground Rules:

1. There must be a standard set-up; departments and faculty members cannot create their own coding or text
2. Students must know before the class begins that a course is FULLY ONLINE. In addition to the coding below; we recommend that EITHER Instructor Permission OR an email from the Professor to the students before the class begins should be required by the dean, to be sure students understand the course is fully online (at least until online is fully-established and students know to look for it).
  - For A&S: as of March 14, 2017, Academic Scheduling won't add instructor permission to an online course unless the department or dean's office informs us that it's the first time that an instructor is teaching an online course. This information should be submitted by the department/dean's office to Academic Scheduling during the schedule build process.
3. We will not do anything that will appear on the student's transcript.
4. We will not change course titles or anything else approved by EPC or other applicable curriculum committees.
5. We recommend the dean's offices (or Grad Programs, DC office, etc.) create a web page on your site called "X School Online Courses," as a repository for all the information students need to decide on and prepare for online instruction. This would include the technical specs, as well as information on how to search for the courses, how to find them on Banner, any protocols for contacting professor, instructional tips, etc.

### The following coding should be added to FULLY ONLINE courses in Banner:

- **CAMPUS** – "ON" campus code will be used for online class
- **SCHEDULE TYPE** –we have discontinued use of a special schedule type for online courses, because it was unintentionally making them repeatable. Do not enter a special schedule type – use the usual LC, SM, etc.
- **INSTRUCTIONAL METHOD**- Add the SCHEV-mandated attribute in this field.
  - **Either D, E, N or O (never A, B, C, K, L, or M)**
  - Ask scheduler or faculty member to use the ***Online and Hybrid Course Attribute Tool*** found on the Academic Scheduling page to determine which attribute.
  - "A" attribute is the standard set up for courses (in person, on campus). "A" attribute is considered the default and should not be added to a course.
  - The "K" attribute indicates an in-person, off campus course and should not be used.
  - B, C, L, M attributes are for hybrid courses and should not be used.
- **BUILDING** – Use "ONLINE" which will appear on the schedule.
- **COURSE DESCRIPTION** – "THIS COURSE IS TAUGHT ONLINE. CONTACT INSTRUCTOR FOR DETAILS" will be added, along with any additional text the professor wishes to add. This text will not be used for the online MBA program courses.

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- **COURSE ATTRIBUTE** – Attach attribute “ON” to the course in SSADETL; the full description is “online course,” and is searchable on courselist.wm.edu.
- **EXCLUSION** – for UG A&S classes, there may be a Degree exclusion for Non Degree Seeking Students (NDS). Check on this when the course is approved/created.

Term: 201910 CRN: 17453 Subject: SOCL Course: 425 Title: Blacks in American Society Start Over

**Course Section Information** | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

SOCL ... SOCIOLOGY	Campus * ON ... Online	Grade Mode
425 ...	Status * A ... Active	Session
Blacks in American Society	Schedule Type * LC ... Lecture	Special Approval
15 ...	Instructional Method O ... Off-Campus Distance Asynch	Duration
...	Integration Partner	<input type="checkbox"/> Override Duration

Section Comment SSATEXT 9.3 (USER0603) 1

Term: 201910 CRN: 17453 Subject: SOCL Course: 425 Title: Blacks in American Society Start Over

▼ SECTION TEXT Insert Delete Copy Filter

Section Text \*

Record 1 of 1

▼ SECTION LONG TEXT Insert Delete Copy Filter

Section Long Text THIS COURSE IS TAUGHT ONLINE. CONTACT INSTRUCTOR FOR DETAILS.

Schedule Detail SSADETL 9.3.6 (USER0603) 1

Term: 201910 CRN: 17453 Subject: SOCL Course: 425 Title: Blacks in American Society Start Over

Section Links and Corequisites | Section Fees | **Degree Program Attributes** | Contract and Block Schedule Information

▼ DEGREE PROGRAM ATTRIBUTES Insert Delete Copy Filter

Attribute *	Description
CSI	Culture Society Individual
ON	Online Course

Record 2 of 2

Schedule Restrictions SSARRES 9.3.6 (USER0603) 1

Term: 201910 CRN: 17453 Subject: SOCL Course: 425 Title: Blacks in American Society Start Over

Department and Field of Study | Class and Level | **Degree and Program** | Campus and College | Student Attribute and Cohort

▼ DEGREE RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E)  Include  Exclude

Degree	Description
NDS	Non-Degree Seeking

Record 1 of 1