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-manded 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.
Data Standards for Building FULLY-ONLINE Courses

- **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.