Banner Schedule Designations for Instructional Method and Attendance Method

**Start Date:** In effect for Fall 2022 (summer 2022 for count year reporting); courses must be updated to meet these designations.

**Rationale**
To accurately describe what courses are being offered to students, to more easily track and account for courses, to comply with state and federal laws related to the offering of online and other distance education courses, and to collect appropriate fees, the University needs to provide each course with a valid Instructional Method and Attendance Method designation.

**Course Instructional Method Designations**

*Courses must have an instructional method designated below. Do not use a designation that is not on this list.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Associated DE Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Face-to-face/Web-Enhanced (24% or less online)</td>
<td>$0</td>
</tr>
<tr>
<td>B</td>
<td>Blended/Hybrid (25%-84% online)</td>
<td>$75</td>
</tr>
<tr>
<td>I</td>
<td>Online (85%-100% online)</td>
<td>$100</td>
</tr>
<tr>
<td>E</td>
<td>E-line (CONHS only)</td>
<td>$200 ($100 DE Fee; $100 E-line Fee)</td>
</tr>
</tbody>
</table>

**Definitions for Instructional Method Designations**

*F – Face-to-Face (Web Enhanced)*

A course in which the instructor and the students are in a place devoted to instruction and teaching and learning take place at the same time. No planned instruction occurs when the students and instructor(s) are not in the same place. Learning management system enhances course delivery without face-to-face substitution.

*B – Blended/Hybrid Course*

A course in which a majority (25% or more up to 84%), of the planned instruction occurs when the students and instructor(s) are not in the same place. Learning management systems enhances delivery with pre-declared (on course schedule) face-to-face substitution.

“B” courses will be coded “S” or “A”* for SSASECT—Attendance Method.

*See definitions for S (Synchronous) and A(Asynchronous) in the Course Attendance Definitions list.

*I – Online*

A course in which 85% or more of the planned instruction occurs when the students and instructor(s) are not in the same place. This type of course may have mandatory face-to-face sessions totaling up to 15% of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review or an in-person test.

“I” courses will be coded “S” or “A”* for SSASECT—Attendance Method.

*See definitions for S (Synchronous) and A(Asynchronous) in the Course Attendance Definitions list.

*E – e-line*

A course offered by the College of Nursing and Health Sciences for their e-line program.

“E” courses will be coded “S” or “A”* for SSASECT—Attendance Method.

*See definitions for S (Synchronous) and A(Asynchronous) in the Course Attendance Definitions list.*
Course Attendance Method Designations

Do not use a designation that is not on this list.

F - Face to face, on campus
S – Synchronous, online
A – Asynchronous, online
IV – Two-way interactive video
CC – In Corpus Christi, local
OC – Outside of Corpus Christi in Texas
OT – Outside of Texas
SA – Study Abroad

Definitions for Attendance Method Designations

F - Face to face, on campus
The instructor and the students are in a designated place on the TAMU-CC campus devoted to instruction, and teaching and learning take place at the same time. No planned instruction occurs when the students and instructor(s) are not in the same place.

S – Synchronous, online
Synchronous learning is interactive, two-way online or distance education that happens in real time with a teacher.

A – Asynchronous, online
Asynchronous learning occurs virtually online and through prepared resources, without real-time teacher-led interaction.

IV – Two Way Interactive Video (TTVN)
This instructional method is used for TTVN courses. TTVN is the wide area data and interactive communications network that serves the campuses and agencies of the Texas A&M System. In these courses, a professor from our campus teaches via TTVN simultaneously to students from other schools based on interdisciplinary programs and/or partnerships offered by TAMU-CC. To use this method you must have a corresponding course to connect to.

CC – Off-campus, local
To be used for courses that will require students to fulfill responsibilities off the TAMU-CC campus at a local location in the region. Ex: for clinicals or practicums.

OC – Outside of Corpus Christi in Texas
To be used for courses that will require students to fulfill responsibilities off the TAMU-CC campus and outside of Corpus Christi but still in the state of Texas. Ex: for clinicals or practicums.

OT – Outside of Texas (out of state)
This attendance method is used for out of state placement in a physical setting, such as a hospital, clinic, school, counseling center, etc. that is located outside of Texas.

SA – Study Abroad
This attendance method is used for courses that are part of a Study Abroad program.