



Texas A&M University – Corpus Christi

Office of the University Registrar

Instructional & Attendance Method

Background

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.

Course Instructional Method Designations

	Description	Associated DE Fee Amount
F	Face-to-face/Web-Enhanced (25% or less online)	\$0
B	Blended (26%-50% online)	\$75
H	Hybrid (51%-99% online)	\$75
I	Online (100% online)	\$100
E	E-line (CONHS only)	\$200 (\$100 DE Fee; \$100 E-line Fee)

Definitions

F – Face-to-Face (Web Enhanced)

A course in which the instructor and students meet in a designated instructional space, with teaching and learning occurring simultaneously. A learning management system (e.g., Canvas) may be used to enhance course delivery but cannot replace face-to-face instruction.

- *Example:* A course meets **every Tuesday and Thursday from 9:30 AM to 10:45 AM** in a designated classroom on campus. The professor delivers lectures in person, facilitates in-class discussions, and conducts lab experiments in the assigned lab space. Students use Canvas to access the syllabus, submit assignments, and review supplemental readings, but all core instruction takes place in the classroom
- **Attendance Method Code Options:**
 - **F, OT, FC, II, IS, B, H, or OF**

B – Blended Course

A course in which 26% to 50% of the planned instruction occurs when the instructor and students are not in the same location. A learning management system (e.g., Canvas) facilitates course delivery and provides pre-scheduled online instruction that substitutes for some face-to-face meetings. The substitution must be pre-declared in the course schedule.

- *Example:* A course meets **in person every other Wednesday from 1:00 PM to 2:15 PM**. The professor introduces key concepts and leads discussions during in-person meetings. On weeks without in-person class, students complete **pre-recorded lectures, discussion board activities, and online quizzes** via Canvas. The combination of in-person and online instruction ensures students receive the same content and engagement as a fully in-person course.
- **Attendance Method Code Options:**
 - **F, OT, FC, II, IS, B, H, or OF**

H – Hybrid Course

A course in which 51% to 99% of the planned instruction takes place when the instructor and students are not in the same physical location. Course delivery is supported by a learning management system (e.g., Canvas), with pre-scheduled online instruction replacing a majority of face-to-face meetings as indicated in the course schedule.



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- *Example:* A course meets **only twice throughout the semester**—once at the beginning for an in-person orientation and again at the end for final group presentations. All other coursework, including **weekly readings, recorded lectures, interactive case studies, and exams, is completed online**. Students engage in **live Zoom discussions every other week** and participate in group projects using collaborative online tools.
- **Attendance Method Code Options:**
 - F, OT, FC, II, IS, B, H, or OF

I – Online

A course in which 100% of planned instruction occurs asynchronously or synchronously with students and instructors in separate locations. Limited face-to-face components may be required, such as orientations, laboratory sessions, exam reviews, or in-person testing. Courses designated as "I" will be coded as "S" or "A" in SSASECT under Attendance Method.

- *Example:* A course is conducted **fully online**, with no in-person meetings. The course includes **weekly recorded video lectures, assigned readings, discussion board posts, and online quizzes**. Students can access content anytime but must complete assignments by set deadlines. The final exam is **proctored online through an approved testing platform**.
- **Attendance Method Code Options:**
 - S – Should be used for courses that have a set meeting time
 - A – Should be used for courses when there is no set meeting time

E – e-line

A course offered specifically through the College of Nursing and Health Sciences e-Line program. Like online courses, "E" courses involve 100% remote instruction, with any in-person components explicitly stated. These courses will also be coded as "S" or "A" in SSASECT under Attendance Method.

This classification ensures consistency in course delivery and compliance with THECB regulations.

- *Example:* A course is **100% remote** and designed for students in the College of Nursing and Health Sciences. Coursework consists of **online modules, recorded simulations, discussion forums, and virtual case studies**. However, students must complete **in-person clinical hours at an approved healthcare facility near their location**. Clinical placements are coordinated through the program, ensuring students meet hands-on training requirements while completing the rest of the course online
- **Attendance Method Code Options:**
 - S – Should be used for courses that have a set meeting time
 - A – Should be used for courses when there is no set meeting time

Definitions for Attendance Method Designations

Code	Description	Code	Description
F	Face to face, on campus	B	Business, Hospital, Government or other Work Location
OT	Outside of Texas	H	High School for Dual Credit
FC	Foreign Country	OF	Other Off-campus
II	Inter-Institutional	S	Synchronous, online
IS	Independent Study	A	Asynchronous, online



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F – Face-to-Face, On-Campus

A course in which the instructor and students meet in a designated instructional space on the TAMU-CC campus, with teaching and learning occurring simultaneously. A learning management system (e.g., Canvas) may be used to enhance course delivery but cannot replace face-to-face instruction.

- *Example:* A course meets **every Tuesday and Thursday from 9:30 AM to 10:45 AM** in a designated classroom on campus. The professor delivers lectures in person, facilitates in-class discussions, and conducts lab experiments in the assigned lab space. Students use **Canvas** to access the syllabus, submit assignments, and review supplemental readings, but all core instruction takes place in the classroom.
- **Time/Day and classroom location are Required**

OT – Outside of Texas (Out of State)

A course involving student placements in a physical setting outside Texas, such as a hospital, clinic, school, or counseling center. These placements are required components of the course but occur in other U.S. states.

- *Example:* A **course** that allows students to complete **practicum hours at a licensed counseling center outside of Texas**. The course is otherwise **fully online**, with students submitting weekly case reports and self-assessments through Canvas. Faculty conduct **virtual supervision meetings via Zoom**, but no in-person meetings are required on campus.
- **State Code Required** (PAIRS will be in contact about codes at the beginning of the term while we work on getting this coded in Banner)

FC – Foreign Country (Outside the U.S.)

A course involving student placements in a physical setting outside of the United States, such as a hospital, clinic, school, or counseling center. These placements are required components of the course but occur outside of the U.S.

- *Example:* A **course** that allows students to complete **practicum hours at a licensed counseling center outside of the United States**. The course is otherwise **fully online**, with students submitting weekly case reports and self-assessments through Canvas. Faculty conduct **virtual supervision meetings via Zoom**, but no in-person meetings are required on campus.
- **Foreign Country Code Required** (PAIRS will be in contact about codes at the beginning of the term while we work on getting this coded in Banner)



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II – Inter-Institutional

A course taught on the campus of another institution of higher education (including community colleges, MTICs, university centers, etc.)

- *Example:* A **course** that is created for a TAMUCC student participating in the Acadeum program and taking a course **through another university**.
- **FICE Code** Required (PAIRS will be in contact about codes at the beginning of the term while we work on getting this coded in Banner)

IS – Independent Study

A course taught to **individuals** via the internet, videotape, or live broadcast delivery systems OR students in “individual instruction classes” which are located off-campus.

- *Example:* A **course** that is created for a TAMUCC student participating in the Acadeum program and taking a course through another university.

B – Business, Hospital, Government, or other Work Location

A course requiring students to fulfill responsibilities at an off-campus location **in the state of Texas** (e.g., clinicals, practicums). The instructional site is outside the TAMU-CC campus but remains within the state.

- *Example:* A **course placement** where students are in **hospitals and clinics across Texas**. Students attend **virtual class meetings**.
- **Zip Code** Required (PAIRS will be in contact about codes at the beginning of the term while we work on getting this coded in Banner)

H – High School for Dual Credit

A course taken for dual credit located on a high school campus. This does not include dual credit courses that are taken online.

- *Example:* A course taught on the high school campus to high school students for dual credit.
- **Zip Code** Required (PAIRS will be in contact about codes at the beginning of the term while we work on getting this coded in Banner)

OF – Other Off-campus

A course taught off TAMUCC’s campus, but not one of the other off-campus options.

- *Example:* A **course** offered at the **RELLIS** location for TAMUCC students.
- **Zip Code** Required (PAIRS will be in contact about codes at the beginning of the term while we work on getting this coded in Banner)



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S – Synchronous, Online

A course delivered in real-time through interactive, two-way online or distance education. The instructor and students engage in live sessions at scheduled times using a learning management system (e.g., Canvas) or other digital platforms.

- *Example:* A course meets in person **every other Wednesday from 1:00 PM – 2:15 PM**, with additional **live Zoom sessions** on alternate Wednesdays. During live sessions, students log in at scheduled times to **engage in real-time discussions, group activities, and instructor Q&A sessions**. Attendance for both in-person and online meetings is required.
- **Time/Day are Required.**

A – Asynchronous, Online

A course delivered entirely online without real-time, instructor-led interaction. Students access prepared resources and complete coursework independently within structured deadlines using a learning management system (e.g., Canvas).

- *Example:* A course is **mostly online**, with two required **in-person meetings** (one for orientation and one for final presentations). The rest of the course is completed asynchronously through **Canvas**, where students watch recorded lectures, participate in discussion boards, and complete assignments **on their own schedule** within set deadlines. There are **no live sessions**, but students are expected to stay engaged through independent work.