When enrolling in TSU courses, students need to know: (a) if the course is a technology-enhanced, online/remote or hybrid course and (b) if instruction is asynchronous or synchronous.

Based on these considerations, the following course and banner field definitions are established to assist the department in the course scheduling process and to help students in making informed enrollment decisions.

1.1 Course Definitions and Banner Field Definitions:

**TSU Technology-Enhanced:**
- A course enhanced by web-based technologies **and**;
- A course which requires attendance by faculty and students in a traditional or on-ground classroom setting and meets during regularly scheduled times.
- There is not a specific course section designation for web-enhanced courses. For example, ENGL1010-01 could be web-enhanced.
- When scheduling web-enhanced courses, the field in Banner should be populated as follows:
  - **Instructional Method Code** = CON (Conventional Methodology)
  - **Meeting Dates**: Enter days and time
  - **Meeting Type** = CLAS
  - **Meeting Location / Building** = Enter building information

**TSU Online:**
- A course enhanced by web-based technologies **and**;
- A course that does not require attendance by faculty and students in a traditional or on-ground classroom setting; class time is spent in an online virtual environment.
- TSU online courses are designated as section 98; for multiple sections, the designation is 98, 98A, 98B, 98C......98Z. **Section 98 courses have an approved CARF on file.**
- When scheduling online or remote courses, the fields in Banner should be populated as follows:
  - **Web Asynchronous** instruction is true to the anytime anywhere format in that there is no restriction of time or place.
    - **Instructional Method Code** = WEB (Web Asynchronous)
    - **Meeting Dates**: Do not enter days or times
    - **Meeting Type** = Web
    - **Meeting Location / Building** = ONLINE
    - **Campus Field** = ZOZ for sections of 98, 98a-98z ONLY

  - **Web Synchronous** instruction connects the student to the teacher and/or other students in real time using chat, videoconferencing (i.e., Zoom) or other real time tool and requires days and times to be scheduled in Banner.
    - **Instructional Method Code** = DVC (Desktop Videoconferencing)
    - **Meeting Dates**: Enter days and time
    - **Meeting Type** = Web
    - **Meeting Location / Building** = ONLINE
    - **Campus Field** = ZOZ for sections of 98, 98a-98z ONLY
TSU Hybrid**:  
- A course enhanced by web-based technologies and;  
- A course that requires attendance by faculty and students in a traditional or on-ground classroom setting 50% or less of the time. The other class time is spent in an online virtual environment.  
- There is not a specific course section designation for hybrid courses. For example, ENGL1010-01 could be offered as a hybrid.  
- When scheduling hybrid courses, the field in Banner should be populated as follows:  
  - Instructional Method Code = HYB (Hybrid)  
- Schedule class times, locations, as normal (see 1.2 for ideas on how to schedule the Hybrid courses).  
  - Meeting Dates: Enter days and time  
  - Meeting Type = CLAS  
  - Meeting Location / Building = Enter building information

All DE courses as outlined above must have the appropriate codes flagged in Banner in order to assist with accurate reporting of TSU DE course offerings and enrollments and to ensure faculty and student enrollments in eLearn are managed effectively and efficiently.

1.2 Hybrid Course Possible Scheduling Options:

Possible course schedules for hybrid courses include, but are not limited to, the following:

1. For a MWF class, meet face-to-face two days a week and in the online virtual classroom the third day.  
2. For a class that meets two days a week (i.e., Tuesday & Thursday), meet face-to-face one day a week and in the online virtual classroom the second day.  
3. For a course that meets for three hours one night a week, meet face-to-face for two hours at night and participate in online discussions, meetings or readings for an additional hour each week or meet every other week.

**Note:** Faculty planning to teach an online or hybrid course must contact the Office of TSU Global Online at least one semester prior to the course start in order for the appropriate documents to be filed with the academic department, Office of Records, and Office of Academic Affairs. Whether the course is delivered in an online or hybrid mode, faculty must adhere to the course contact hour requirements (see Credit Hour Calculation for Hybrid and Online Courses REV 052020 document).