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," nothing about this class will appear online; students will not see the class when they view **Schedule of Classes** or will they be able to register for the class unless the 4-digit Class Number is given to them. The Office of the Registrar does not

B. Further Information & Documents from the Schedule Building Page

Special Topic or Workshop

In CLSS, select the topic title from the dropdown for "Title/Topic." Please remember you can offer a special topic title three times and then it should go through curriculum approval. If the title/topic is new, state it in the Comments field and we will add it for you.

C. GUIDELINES FOR COMPLETING THE CLASS SCHEDULE

1. **Subject Area:** This refers to the Subject Area using 3 or 4 letter code, e.g.: ACCT, ART.
2. **Catalog Number:** Use the current University Catalog as a guide (the undergraduate catalog is available online at <http://catalog.towson.edu>). If unsure of Curriculum Committee approval, view the Course Inventory Management (CIM) link at <https://nextcatalog.towson.edu>

5. Instruction Mode: We are using these Instruction Modes: IP for In Person, HY for Partially Online, and WB for Online.

## **University Course and Program Modality Definitions**

### Courses

**campus (in person) course**: classes consist of synchronous instruction occurring with the learner(s) and the instructor(s) in the same location at a university site. *At TU, up to 10% of the instruction in an on-campus (in-person) course may be conducted online.*

**Online (distance education) course**: all instruction must occur synchronously or asynchronously online. *At TU, 100% of the instruction in an online (distance education) course must occur online.* However, on-campus meetings/activities are permitted for orientation, testing or academic support services.

**Hybrid course\***: instruction occurs both on-

7. **Building** Building abbreviations to be used are as follows

AD – Administration Bldg

CA – Center for the Arts

ES – Enrollment Services

HH – Hawkins Hall

HP – Health Professions

LA – Liberal Arts

LI – Linthicum Hall

LH – Lecture Hall

MC – Media Center

ONLINE – Online classes

OFF – Off Campus

PY – Psychology

SC – Science Complex

SM – Smith Hall

ST – Stephens Hall

TC – Towson Center

UU – University Union

VB – Van Bokkelen

YR – 7800 York Road

**Rooms** Require a four-digit numeric figure (e.g., Room 201 = 0201).

ASSIGN ONLY ROOMS FOR WHICH YOUR DEPARTMENT HAS PRIORITY. If you wish the Office of the Registrar to assign the room, leave the room field blank. Schedule a meeting with the Registrar to discuss this.

8. Days

M = Monday

T = Tuesday

W = Wedne

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15. Class Notes A class may contain as many **standard** or **format** Class Notes as needed. These notes show up on the schedule to give additional information to the students. For a comprehensive list of all notes, go into CLSS and after clicking the pencil, click the green plus button. Scrolling down will show all notes currently in the system for us.

#### **Free Format Notes**

**Detail About Newer Notes:** Below is more information about notes that have recently been created or that have been recently reactivated.

- **Note 0033 Mix of Synchronous & Asynchronous Learning:**  
"Instruction will be provided utilizing an internet-based tool or platform that requires students to participate remotely with a mix of real-time scheduled meetings and self-paced learning."
- **Note 0040 Hybrid:**  
"Instruction will be provided utilizing an internet-based tool or platform that requires students to participate remotely with a mix of real-time scheduled meetings and self-paced learning."

**It is important to use Class Notes to identify Online and Partially Online Classes**

**Online** – online class. No face-to-face meetings. All instruction is delivered electronically with little or no face-to-face interaction.



