Summer School Course Building Aid

Online Courses—non-Distance Education program courses
If your department is offering courses online that are not part of a Distance Education program, please be sure they have the following:

- Section numbers: For courses that are not LBST courses, section numbers should begin with 080, with additional sections using sequential numbers (081, 082, 083 and so forth). For LBST courses that are to be offered online, your department should have designated section numbers for reporting purposes, please refer to the attached chart for online LBST section information.

- Campus Code: When building your course in SSASECT, make sure that you Campus code is “D” Distance Education. This is different than you normally build your courses for Fall and Spring. Please make sure all 100% online courses have “D” for the campus.

- Instructional Method. There are two options you would use for 100% online courses:
  - IA: Online No Specific Mtg Times—no meeting times should be listed
  - IS: Online Specific Mtg Times—please include meeting times and “NONE INTRNET” in the Meeting Times/Building Room areas of SSASECT

Please make sure that your 100% online courses list one of the above options for Instructional Method. Face-to-Face Instruction and Hybrid: Face-to-Face & Online, should NOT be used for 100% online courses.

- Course Note/Comments: The Office of Extended Academic Programs will be adding course notes and comments to all 100% Online courses. There is a specific format that is to be followed giving students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:
  - 100% online course delivered using [Canvas, Moodle]. Learn to use [Canvas, Moodle] at http://distanceed.uncc.edu/student-services/computing. Additional requirement(s): [may include information already entered into SSATEXT].

Online Courses—Distance Education program courses
If your department is offering courses online that are part of a Distance Education program, please be sure they have the following:

- Section numbers: For courses that are DE program courses, section numbers should begin with 58X for First Summer Session and 78X for Second Summer Session, with additional sections using sequential numbers (581, 582, 583 OR 781, 782, 783 and so forth).

- Campus Code: Just as the case for Fall and Spring sections, when building your course in SSASECT, make sure that you Campus code is “D” Distance Education.

- Instructional Method. There are two options you would use for 100% online courses:
- IA: Online No Specific Mtg Times—no meeting times should be listed
- IS: Online Specific Mtg Times—please include meeting times and “NONE INTRNET” in the Meeting Times/Building Room areas of SSASECT

Please make sure that your 100% online courses list one of the above options for Instructional Method. Face-to-Face Instruction and Hybrid: Face-to-Face & Online, should NOT be used for 100% online courses

- Course Note/Comments: The Office of Extended Academic Programs will be adding course notes and comments to all 100% Online courses. There is a specific format that is to be followed giving students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:
  - 100% online course delivered using [Canvas, Moodle]. Learn to use [Canvas, Moodle] at [http://distanceed.uncc.edu/student-services/computing](http://distanceed.uncc.edu/student-services/computing). Additional requirement(s): [may include information already entered into SSATEXT].

### Hybrid Courses

- Section numbers: Hybrid courses should be numbered consistently with your face-to-face course sections (001, 002, 090, etc).

- Campus Code: Hybrid courses are not part of a Distance Education program should have a Campus Code of “M” Main/Uptown

- Instructional Method. All Hybrid courses should have the Instructional Method of Hybrid: Face-to-Face & Online.

- If the course you’ve entered is a Hybrid (HY) course, you will also need to populate the Attendance Method field. Click the search arrow next to this field (or F9) to view a list of Attendance Accounting Method codes. Select the percentage range that best represents the amount of time and primary method of online instruction for this course section.

- Course Note/Comments: The Office of Extended Academic Programs will be adding course notes and comments to all Hybrid courses. There is a specific format that is to be followed giving
students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:

- Hybrid course delivered through a combination of face-to-face classroom instruction and [Canvas, Moodle]. Classroom instruction will be [days/times] at [location and address]. Learn to use [Canvas, Moodle] at http://distanceed.uncc.edu/student-services/computing. Additional requirement(s): [may include information already entered into SSASECT].

Projected Enrollments
- For all Summer School courses, be sure to enter the Projected Enrollment. In SSASECT Click on the Section Enrollment Information tab.

- Enter the maximum number of students you want to allow to register for this section in the Maximum field. ***If the maximum enrollment is left as zero, a room will NOT be assigned to the section. ***

- Enter the projected enrollment for this section. This number represents the number of students expected to enroll in the course and may be different from the maximum enrollment.

If you have any questions regarding the building of your Summer School courses please contact Tiffany at t.mcafee@uncc.edu or 704-687-1279.