

The Setup and review of CUA's online course offerings

As the number of online course offerings raises and the partnership with Deltek grows it's important to develop university-wide standards for the setup of online courses.

All online offerings will:

- Have an instruction mode of OL
- Online class section codes:
 - Online courses offered through Deltek should have a class section code of D (i.e. sections would be D1, D2, etc.)
 - Online courses not offered through Deltek should have a class section code that begins with L (i.e. sections would be L1, L2, etc.)
- If the course will not be taking dates will not match those of the regular term, the course will be scheduled in Dynamic Date. If the specific class dates aren't known the course still needs to be scheduled in Dynamic Date, and the specific course dates entered once they are known.
- No meeting pattern will be entered for asynchronous online courses. Online courses that are synchronous should enter the meeting pattern for the course.
- A Facility ID of ONLINE will be entered for these courses.
- Term dates for online courses should fall within the term dates set on the academic calendar.
- All online courses should have course note 0007 "Online Course" applied to it in the Schedule of Classes.
- Technology Services has helped to develop a course note to be applied to all courses that are offered online. The note outlines what the minimum technical requirements are for courses taught online. The note helps ensure students are aware, at the time of registration, what technical requirements will be necessary to access course information.
 - Please add note #0105 to all Online courses courses.

Enrollment Services will conduct a review of all online offerings in advance of the start of registration (message sent out one week prior to the start of registration). A list of all online offerings will be sent to the scheduling department to verify information, the same list will be sent to Deltek if the course is associated with a Deltek program. The goal of this step is to limit the number of changes necessary after the start of the registration period.

Creating new online Deltek courses :

Submit a new course request and indicate in the notes section that the course is online. Courses can be setup to mirror existing courses (like the same number but a distinguishing letter with it) but they do have to be set up as different courses in the catalog. Departments can't simply schedule an existing course to be online. (This is because we have slightly different DD rules for Deltek courses and also because many Deltek courses have requisites that restrict enrollment to students in those programs.)

Cancelling online courses:

- Academic schools/departments wishing to cancel online courses after the start of registration will notify Enrollment Services.
- Enrollment Services will encourage departments to be sure they contact Deltek to notify them of the cancellation if it is a Deltek course.

Blended Courses:

- Have an instruction mode of BL
- Meeting patterns should be entered for all in person course meetings.
- No meeting pattern will be entered for asynchronous online meeting patterns. Online meeting patterns that are synchronous should enter the meeting information.
- Term dates for blended courses should fall within the term dates set on the academic calendar.
- All blended courses should have course note 0098 “Blended” applied to it in the Schedule of Classes.