
," 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 enter 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 contact.

