

Class Schedule Coding Definitions

Campus

Describes a combination of where instruction is taking place and the population of students to whom instruction is being delivered.

Instructional Method

Means through which content is delivered to students.

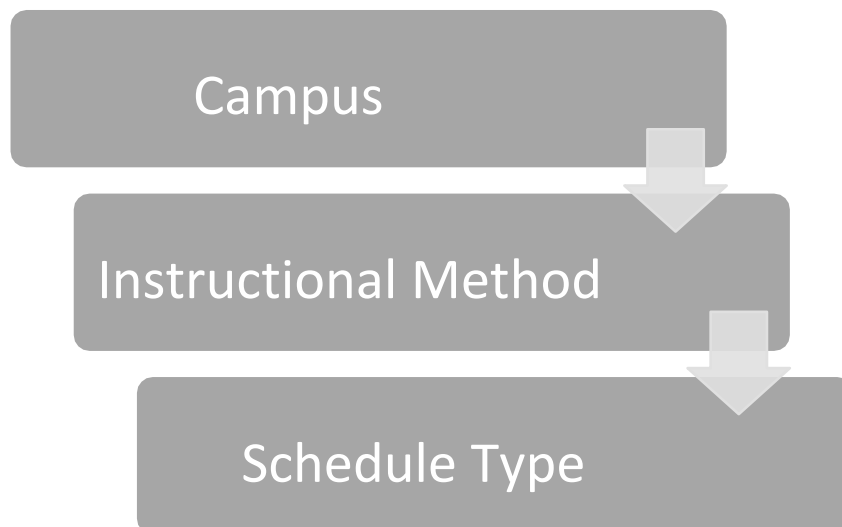
Schedule Type

How the educational content of a course is organized & presented to students.

Session Codes

Describe when a class is offered and is only used for classes offered during non-standard times (ex. nights and weekends). Session codes are used for the benefit of the student to make searching for those non-standard classes easier.

Section Coding Progression



Campus Codes

Code	Description	Approved Use	Applicable Instructional Methods
EC	Early College	UA Early College classes only	FA - Face-to-Face HY - Hybrid IN - Internet
ED2	Executive Cohorts Campus	Executive EdD classes only	AV - Interactive Audio/Video FA - Face-to-Face EI - External Instruction HY - Hybrid IN - Internet
EDD	Executive Cohorts 4+ Years	Executive EdD classes only	AV - Interactive Audio/Video FA - Face-to-Face EI - External Instruction HY - Hybrid IN - Internet
EH1	Executive MBA (Huntsville) 1	Huntsville Executive MBA classes only	AV - Interactive Audio/Video FA - Face-to-Face HY - Hybrid IN - Internet
EL	English Language Institute	English Language Institute (ELI) classes only	FA - Face-to-Face HY - Hybrid
EM	Executive MBA Program (Tusc)	Tuscaloosa Executive MBA classes only	AV - Interactive Audio/Video FA - Face-to-Face HY - Hybrid IN - Internet
EMH	Executive MBA Prg (Huntsville)	Huntsville Executive MBA classes only	AV - Interactive Audio/Video FA - Face-to-Face HY - Hybrid IN - Internet
ER	GoArmyEd	GoArmyEd classes only	IN - Internet
GD	Gadsden University Center	Classes taught at the Gadsden University Center	AV - Interactive Audio/Video FA - Face-to-Face HY - Hybrid
MA	Main Campus (Tuscaloosa)	Classes in which instruction originates from the UA Main campus and is directed at Main Campus students. These may include online classes NOT managed by the College of Continuing Studies.	AV - Interactive Audio/Video FA - Face-to-Face HY - Hybrid IN - Internet
NCL	New College Life Track	NCLT (replacing EXD) courses only	AV - Interactive Audio/Video HY - Hybrid IN - Internet
OC	Off-Campus	Classes taught within the continental United States which never meet on UA main campus. Must have an approved off-campus location.	EI - External Instruction

Code	Description	Approved Use	Applicable Instructional Methods
OL	Online - DL/Gadsden Students	Classes that are designated for and restricted to students admitted to approved distance learning or Gadsden Center programs in conjunction with the College of Continuing Studies.	AV - Interactive Audio/Video EI - External Instruction IN - Internet
OLM	Online - Main Campus Students	Classes taught 100% online through the University's Learning Management System, managed by the College of Continuing Studies, and restricted to students admitted to main campus programs.	AV - Interactive Audio/Video EI - External Instruction IN - Internet
OO	Off-campus/on-campus	Classes that meet at least 1 time on the UA main campus and at an off-campus location. Must also have an approved off-campus location.	AV - Interactive Audio/Video EI - External Instruction FA - Face-to-Face HY - Hybrid IN - Internet
OS	Overseas	Classes that meet outside the continental United States and are not part of a study abroad program. These are courses part of an approved overseas program that are taught by UA faculty to students who reside overseas. Must have an approved international location.	AV - Interactive Audio/Video EI - External Instruction FA - Face-to-Face HY - Hybrid IN - Internet
SA	Study Abroad	Faculty-led or faculty-supervised courses approved by Capstone International Academic Programs where some portion of the teaching and learning activities take place outside of the United States.	EI - External Instruction

Instructional Methods

Code	Description	Definition	Applicable Schedule Types
AV	Interactive Audio/Video	Course is taught via remote interactive video and audio from an origination site to one or more receive sites or via streaming media technologies. Lectures and assignments are delivered in real time with two-way exchange capabilities between instructor and student. Alternatively, the course may be accessed online on demand via streaming audio/video.	EXM - Exam LAB - Laboratory LEC - Lecture LLB - Combine Lecture/Lab RCT - Recitation or Discussion SEM - Seminar
EI	External Instruction	Greater than 50% of the teaching and learning activities are delivered outside of an approved UA campus, including, but not limited to, courses involving travel. The remainder of the teaching and learning activities can be any combination of face-to-face, technology, and/or correspondence delivery.	APS - Activity, Performance or Studio CLN - Clinical COP - Co-op EXM - Exam FLD - Field Experience IND - Independent Study INT - Internship LAB - Laboratory LEC - Lecture LLB - Combined Lecture/Lab PRA - Practicum RCT - Recitation RES - Research RPH - Registration Place Holder SEM - Seminar STT - Student Teaching THD - Thesis or Dissertation
FA	Face-to-Face	Course is taught primarily in person on a UA campus location, or is directed by instruction that originates from a UA campus which may include Independent Study, Research, and Thesis/Dissertation work. This instructional method includes courses with technology-delivered components such as online syllabi and online lecture notes, however, the majority of teaching and learning activities are classroom-based. The technology-delivered components do not reduce the time traditionally spent in the face-to-face class.	APS - Activity, Performance or Studio CLN - Clinical EXM - Exam IND - Independent Study LAB - Laboratory LEC - Lecture LLB - Combined Lecture/Lab PRA - Practicum RCT - Recitation or Discussion RES - Research SEM - Seminar THD - Thesis or Dissertation
HY	Hybrid	Course is taught both via the Face to Face and Internet methods as described in this guide. The internet-delivered components include teaching and learning activities. The internet-delivered components reduce the time traditionally spent in the face-to-face portion of the class. Hybrid can also be used for New College Life Track sections to denote the varying nature in course delivery to students enrolled in the program.	APS - Activity, Performance or Studio CLN - Clinical EXM - Exam IND - Independent Study LAB - Laboratory LEC - Lecture LLB - Combined Lecture/Lab PRA - Practicum RCT - Recitation or Discussion RES - Research SEM - Seminar THD - Thesis or Dissertation
IN	Internet	Course content is delivered online. While online courses may require proctored exams, there are no other place-bound requirements. Regular interactions between students and instructor are a part of the teaching and learning process.	CLN - Clinical IND - Independent Study LAB - Laboratory LEC - Lecture LLB - Combined Lecture/Lab PRA - Practicum RES - Research SEM - Seminar THD - Thesis or Dissertation

Schedule Types

Code	Description	Definition	Notes
APS	Activity, Performance or Studio	Students develop technical or creative skills such as art, music, drama or design.	
CLN	Clinical	A type of medical training in medicine, social work, psychology, etc. that is based on direct observation and treatment of patients as opposed to theory or basic science.	A classroom and meeting pattern may or may not be scheduled. If instruction is occurring at an off campus location, that location should be captured.
COP	Co-op	Cooperative education (or Co-op) is a partnership between students, the University, and employers that formally integrates students' academic study with work experience in cooperating employer organizations.	No classroom or meeting pattern is expected to be scheduled. No credit is granted for these experiences. Course registration is used for enrollment reporting.
EXM	Exam or Quiz	A session designed to test a student's understanding of course material.	This schedule type carries zero credit hours.
FLD	Field Experience	A faculty-supervised training and educational experience where the student is working in a field setting. Work generally requires first-hand observation, recording, or documenting what the student sees and hears in a particular setting.	No classroom or meeting pattern is expected to be scheduled. If instruction is occurring at an off campus location, that location should be captured.
IND	Independent Study - Self Paced	Refers to those situations where students work primarily on their own initiative through reading, writing, performing experiments or non-thesis research, etc. Contact with an instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignment, have progress checked, etc.	No classroom or meeting pattern is expected to be scheduled
INT	Internship	Applied and supervised field-based learning experience where students gain practical experience following a negotiated and/or directed plan of study.	No classroom or meeting pattern is expected to be scheduled.
LAB	Laboratory	Laboratory experiences that require special-purpose equipment for student participation, experimentation, observation or practice in a field of study. May involve discussion of a forthcoming laboratory or review of a completed laboratory session.	
LEC	Lecture	Organized instruction in a lecture (one-way communication) format.	
LLB	Combined Lecture/Lab	Instruction including both laboratory activities as defined above in addition to lecture or recitation instruction.	
PRA	Practicum	A course, often in a specialized field of study, that is designed to give students supervised practical application of a previously or concurrently studied theory.	No classroom or meeting pattern is expected to be scheduled. If instruction is occurring at an off campus location, that location should be captured.
RCT	Recitation or Discussion	Regularly scheduled discussion session that is offered in addition to lecture instruction, but is generally scheduled in smaller groups than the lecture. This type of instruction is only offered in combination with lecture and may not be used as the only type of instruction for a course.	May only be used in conjunction with a lecture, lab, combined lecture/lab or seminar.

Code	Description	Definition	Notes
RES	Research	A course in which students systematically investigate existing or new knowledge which is used to establish or confirm facts, reaffirm the results of previous work, solve new or existing problems, support theorems, or develop new theories.	A classroom is not expected to be scheduled.
RPH	Registration Place Holder	Used only for the purposes for reporting enrollment and fee assessment. Uses include study abroad experiences, consortium agreements and the National Student Exchange.	No classroom or meeting pattern is expected to be scheduled. Courses are not gradable.
SEM	Seminar	Students and faculty interact through small classroom sessions that involve substantial class participation.	
STT	Student Teaching	Faculty supervised learning experience in which a student applies knowledge gained in the teacher education program to a classroom setting.	No classroom or meeting pattern is expected to be scheduled. If instruction is occurring at an off campus location, that location should be captured.
THD	Thesis or Dissertation	Used for the formal period of work on a thesis or dissertation.	No classroom or meeting pattern is expected to be scheduled.

Section Number Crosswalk

Course Type	OLD Section Number	NEW CLSS Coding Methodology	Notes
Fall/Spring Semesters	001-199	Part of Term: Full Term (for fall or spring semester)	
Interim Session	001-049	Part of Term: Interim session	
Summer I Session	050-099	Part of Term: First Half of Summer	
Summer II Session	100-149	Part of Term: Last Half of Summer	
Summer Dual Session	150-199	Part of Term: Full Term (for summer term)	
Weekend	300-319	see notes	Sections offered Friday after 5:00 pm through Sunday are assigned "weekend" attribute
Evening	320-399	see notes	Sections that meet Monday -Thursday on or after 5:00 pm are considered "evening" attribute
Gadsden	340-359	Campus: Gadsden University Center	
IITS (Institute for Interactive Technology)	360-379	Instructional Method: Interactive Audio/Video	A meeting pattern must be assigned.
Executive MBA	500-529	Select the appropriate eMBA campus (Huntsville or Tuscaloosa)	
EDD	550-599	Campus: Executive Cohorts	
Early College	600-619	Campus: Early College	
Co-op	700-710	Campus: Off-Campus, Off-campus/on-campus, or Study Abroad Instructional Method: External Instruction Schedule Type: Co-op	
Study Abroad	800-810	Campus: Study Abroad Instructional Method: External Instruction	
Overseas	811-821	Campus: Overseas	
Online - Open to MA & DL students	900-909	Invalid	For billing purposes, separate sections must be created and cross-listed for MA and DL students.
Online - Open to MA only	910-919	Option #1 - Facilitated by Continuing Studies Campus: Online - Main Campus Students Instructional Method: Internet Option #2 - Not Facilitated by Continuing Studies Campus: Main Campus (Tuscaloosa) Instructional Method: Internet	No meeting pattern should exist.
Online- Open to DL only	920-939	Campus: Online - DL/Gadsden Students Instructional Method: Internet	No meeting pattern should exist.
Off Campus	950-969	Campus: Off Campus	
Off Campus/On Campus	970-989	Campus: Off campus/on campus	
Go Army Ed	990-995	Campus: GoArmyEd Instructional Method: Internet	No meeting pattern should exist.
Video - Open to MA & DL students	996-997	Invalid	For billing purposes, separate sections must be created and cross-listed for MA and DL students.
Video - Open to MA only	998	Campus: Online - Main Campus Students Section Attribute: Video	
Video - Open to DL only	999	Campus: Online - DL/Gadsden Students Section Attribute: Video	