Guidelines for Hybrid Course Sections

Hybrid courses combine instruction via in-person instructor/student contact along with a “technology” delivery mode. Courses which employ any amount of a “technology” delivery mode along with in-person instruction must be set up as “hybrid.”

Designating a Course with ‘Hybrid’ Status

1. To designate course as a ‘Hybrid’, navigate to: Curriculum Management >Schedule of Classes >Schedule New Course

2. The ‘Find an Existing Value’ page displays:

   | Academic Institution | UVML | Term | Fall | Subject Area | COURN | Catalog Nbr: begins with | | Academic Career: | | Campus: | begins with | Main | Description: | begins with | Course ID: | begins with | Course Offering Nbr: |
   |----------------------|------|------|------|-------------|-------|--------------------------|---|-----------------------|------------|-----------------|---------------|-----------------|-----------------|------------------|---------------------|

Type the appropriate ‘Term’ and ‘Subject’ or click on the ‘magnifying glass’ to select the value. Type the ‘Catalog Number’ and click on Search.
3. The ‘Basic Data’ page displays:

<table>
<thead>
<tr>
<th>Class Section Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Section:</td>
<td>001</td>
</tr>
<tr>
<td>Component:</td>
<td>LEC</td>
</tr>
<tr>
<td>Class Type:</td>
<td>Lecture</td>
</tr>
<tr>
<td>Location:</td>
<td>KENWOOD</td>
</tr>
<tr>
<td>Campus:</td>
<td>ON CAMPUS</td>
</tr>
<tr>
<td>Primary Instructor:</td>
<td>HT</td>
</tr>
<tr>
<td>Attendance Codes:</td>
<td>HYBRID</td>
</tr>
</tbody>
</table>

- The section number should be assigned using the following numbering scheme:
  - 0XX = On-campus lecture
  - 1XX = Off-campus lecture
  - 3XX = On-campus lecture with off-campus ‘189’ funding
**Location Field**

Example: `Location: KENWOOD`

- Assign a ‘Location’ using the following criteria:
  
  Kenwood = In-person instruction component is held on-campus (section numbers 001-099 and 301-399)
  
  Offcampus = In-person instruction is held at an off-campus location (section numbers 101-199)

**Instruction Mode Field**

Example: `Instruction Mode: H1` Hybrid 20-50% online

- Assign an ‘Instruction Mode’ value based on the percentage the course is taught via a ‘technology’ mode:
  
  H1 = Hybrid 20 – 50%
  H2 = Hybrid 51 – 80%
  H3 = Hybrid 81 – 99%

**Course Attribute Field**

Example: `AFFL` Affiliation Codes

**Course Attribute Value Field**

Example: `HYBRID` Hybrid, Tght Partially Cn-line

- The following two ‘Attributes’ are required on ‘Hybrid’ courses:
  
  WEB = HYBRID
  AFFL = HYBRID

4. Click on **Save** when you are finished completing the fields.
Create a Class Note

1. Click on the ‘Notes’ tab.

2. The ‘Notes’ page displays:

   - Course ID: 063030
   - Course Offering Nbr: 1
   - Academic Institution: University of Wisconsin-Milwaukee
   - Term: Fall 2006
   - Subject Area: COUNS
   - Catalog Nbr: 817
   - Class Sections: 1
   - Regular Academic Session
   - Class Nbr: 10782
   - Component: Lecture
   - Event ID: 000375527

   *Sequence Number:* 1
   *Print Location:* After
   *Even if Class Not in Schedule*

   In the ‘Free Format Text’ field, enter a note to indicate that the course is taught partially via a ‘technology’ mode:

   Examples: ‘Course taught partially on-line. Internet access req’d. Regular UWM tuition assessed.’
   ‘Add’l special course fee of $xxx.xx will be charged for this LEC in addition to regular UWM tuition. Taught partially on-line: internet access req’d.’

Contact your Registration Specialist if you have any questions regarding the setup of Hybrid courses.