

SCHEDULE ENTRY FORM FOR FULL SEMESTER CATALOG COURSES ONLY

All information is required to schedule a course.

Date Submitted _____

Term _____

Semester/Year

This form is to be used for initial schedule submission. List all courses from the catalog in sequential order by course number and give all requested information, as applicable. Indicate with a "P" after course number those courses requiring permission of the instructor to register. Proposed courses, which have not yet been approved by Academic Affairs Committee for addition to the regular curriculum, should be submitted on Scheduled Entry for selected topic, seminar, short term, non-catalog and special courses for the term requested. Please justify in the Comments area any courses that DO NOT FOLLOW the scheduling time blocks. Attach an Instructor Information Form for any new instructor. All courses are added to Brightspace and will take 24 hours to access after a CRN is created.

LEAVE BLANK	FACULTY FIRST /LAST NAME & ID	DEPT	COURSE #	DAYS	TIME (AM/PM)	ROOM	ENROLL LIMIT	COMMENTS	Location
									<input type="checkbox"/> Lecture—Location: <input type="checkbox"/> ITV from: <input type="checkbox"/> ITV to: <input type="checkbox"/> Zoom Room—Indicate Center <input type="checkbox"/> Online Asynchronous <input type="checkbox"/> Online Synchronous <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid
									<input type="checkbox"/> Lecture—Location: <input type="checkbox"/> ITV from: <input type="checkbox"/> ITV to: <input type="checkbox"/> Zoom Room—Indicate Center <input type="checkbox"/> Online Asynchronous <input type="checkbox"/> Online Synchronous <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid
									<input type="checkbox"/> Lecture—Location: <input type="checkbox"/> ITV from: <input type="checkbox"/> ITV to: <input type="checkbox"/> Zoom Room—Indicate Center <input type="checkbox"/> Online Asynchronous <input type="checkbox"/> Online Synchronous <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid
									<input type="checkbox"/> Lecture—Location: <input type="checkbox"/> ITV from: <input type="checkbox"/> ITV to: <input type="checkbox"/> Zoom Room—Indicate Center <input type="checkbox"/> Online Asynchronous <input type="checkbox"/> Online Synchronous <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid

APPROVAL SIGNATURES: 1) _____ 2) _____

Department Chair Date

College/School Dean Date

FOR OFFICE USE ONLY: Entered : _____ Date: _____

Interactive Video Conferencing (IVC) Faculty and students are based at a University facility, and instruction is delivered synchronously by video conferencing to classrooms at remote sites. (Formerly known as Interactive Television, or ITV.) For example, face-to-face instruction occurs in a campus classroom while being broadcast live, in real time, to classrooms at sites.

Blended courses combine synchronous and asynchronous (non-simultaneous) delivery modalities. A portion of the face-to-face and/or IVC instruction (contact-time) is replaced by web-based learning activities. The asynchronous portion of class dialogue does not occur live, in real-time, but happens through web-based learning activities (course emails, discussion forums, blogs, etc.). For example, a Blended class may meet face-to-face every other week, but require asynchronous web-based instruction for the alternating weeks.

Hybrid courses use multiple synchronous delivery modalities (face-to face, web conferencing, teleconferencing, and/or IVC). For example, a course will have a fixed lecture time to facilitate discussion of class topics or to present assigned projects online. Although the class will be taught at a physical location, some students will be participating at remote locations live, in real-time, through the use of various instructional technologies.

Asynchronous delivery is online learning in which all content is delivered online with no requirement for synchronous (simultaneous) activities. Delivery of asynchronous teaching and learning enables faculty and students to address course content without being online at the same time. For example, students participate in web-based learning activities; asynchronous class dialogue does not occur live, in real-time, but happens through web-based learning activities (course emails, discussion forums, blogs, etc.).

Synchronous delivery is online learning in which instruction and learning occur at the same time, but not necessarily in the same physical location. Students and instructors meet in regularly scheduled weekly sessions. For example, faculty will present content live, and allow the students to discuss the content and raise questions within a virtual classroom. Students and faculty communicate live, in real-time.