

# University of Kansas

## Office of the University Registrar Help Sheet for Instructional Modes



**INTRODUCTION:** Accurately and consistently applying instructional modes to courses is critical for setting expectations among students, faculty, and advising staff, as well as complying with external governing body and accreditation requirements.

### In-Person Class (P)

A class delivered primarily with face-to-face instruction

**In-Person**  
**76-100%**

**Online**  
**0-24%**

**0-24%** of formalized instruction and interaction occurs at a distance from campus

**For a 3-credit hour semester class, students can expect:**

- Scheduled classroom time on campus each week, usually totaling just under 3 hours
- Possibly some instruction/interaction online
- An average of 6 or more hours of preparation and homework each week outside of class

### Hybrid Classroom Class (HC)

A blended class with significant in-person classroom instruction and also significant online activity

**In-Person**  
**26-75%**

~50% / ~50%

**Online**  
**25-74%**

**25-74%** of formalized instruction and interaction occurs at a distance from campus

**For a 3-credit hour semester class, students can expect:**

- Instruction time equal to a 3-credit in-person class, with significant instruction online
- Significant on-campus and distance components (e.g. consistently alternating in-person and online sessions, certain class sessions on-campus, etc.)
- An average of 6 or more hours of preparation and homework each week outside of class

### Hybrid Online Class (HO)

A blended class largely delivered online, with some in-person classroom instruction

**In-Person**  
**1-25%**

**Online**  
**75-99%**

**75-99%** of formalized instruction and interaction occurs at a distance from campus

**For a 3-credit hour semester class, students can expect:**

- During most weeks of the class, 2.5-3 hours of instructional activity and interaction is conducted online
- One or more required on-campus sessions
- An average of 6 or more hours of preparation and homework each week outside of class

### Online Class (WW)

An online class that uses technology to deliver instruction to students separated from the instructor

**Online**  
**100%**

**100%** of formalized instruction and interaction occurs at a distance from campus

**For a 3-credit hour semester class, students can expect:**

- 0 hours of required time on campus (including for exams)
- 3 hours per week, on average, of instructional activity and interaction conducted online
- An average of 6 or more hours of preparation and homework each week outside of class

**INSTRUCTIONS FOR CLASS SECTIONS:** Each section can only have one instructional mode. If you are offering a course utilizing multiple instruction modes, a section must be created for each mode.

**FORMALIZED INSTRUCTION:** KU is committed to ensuring courses with online components and fully online courses provide an engaging equivalent to face-to-face instruction. In an online environment, "formalized instruction" may take the form of one-on-one or group video chat communications, instructor-facilitated asynchronous discussion boards, instructor-facilitated long-term projects, narrated presentations, online synchronous lecture sessions, recorded lectures, and many other options.

# How will these classes appear in [Enroll & Pay](https://enroll.ku.edu) or [classes.ku.edu](https://classes.ku.edu)?

## In-Person Class (P)

These classes will be listed with a specific building and room assignment and assigned meeting dates, days, and times.

EXAMPLE

ACCT 411				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LEC	Phillips, Alee	3	22142 (Save)	4
Notes	TuTh 09:30 - 10:45 AM CAPF 4011 - LAWRENCE			

This class meets on Tuesday and Thursday at 9:30 AM in Capitol Federal Hall Room 4011.

## Hybrid Classroom (HC) or Hybrid Online Class (HO)

These classes will be listed with both an in-person component (specific building, room, meeting dates, days, and times) and an online component (ONLNE KULC/KUEC/APPT/ALTW).

If the online component lists meeting days and times, students will need to be available at the specific date/time for online course activities.

EXAMPLE

HUM 114				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LEC	Fourny, Diane	3	29084 (Save)	Full
Notes	Tu 01:00 - 02:15 PM WES 4041 - LAWRENCE Th 01:00 - 02:15 PM ONLNE ZOOM - LAWRENCE			

This class meets on Tuesday at 1:00 PM in Wescoe Hall Room 4041. It meets online on Thursday at 1:00 PM.

If the online component has no listed meeting days/times, students will not be expected to attend the online component at a set time and will have more flexibility to complete online coursework throughout the week.

EXAMPLE

HSES 305				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LEC	Herda, Ashley	3	18386 (Save)	4
Notes	W 02:00 - 03:30 PM BEST 110 - EDWARDS APPT ONLNE KUEC - EDWARDS			

This class meets on Wednesday at 2:00 PM in Best Hall Room 110. It also has an online component that does not have a set time.

Courses listed with an ONLNE ALTW component will alternate between meeting in-person and online each week. Instructors will communicate specific details and expectations regarding when to meet in-person versus online.

EXAMPLE

CHEM 135				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LBN	Black, Roderick	5	22359 (Save)	Full
Notes	M 10:00 - 01:45 PM GL 2147 - LAWRENCE M 10:00 - 01:45 PM ONLNE ALTW - LAWRENCE			

This class will alternate each Monday between Gray-Little Hall Room 2147 and being online. Each delivery method will occur at 10:00 AM.

Courses can have multiple associated meeting dates and may meet online or in-person on very specific dates and times. In these instances it is important to pay attention to specific location, time, and day details listed for each meeting date.

EXAMPLE

ARAB 110				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LEC	EL HAIMEUR, AMAL	5	28525 (Save)	2
Notes	TuTh 11:00 - 12:15 PM ONLNE ZOOM - LAWRENCE AUG-25/SEP-15 Th 11:00 - 12:15 PM BA 301 - LAWRENCE SEP-17/SEP-17 TuTh 11:00 - 12:15 PM KSUN ENGL - LAWRENCE SEP-22/OCT-20 Th 11:00 - 12:15 PM KSUN DVIN - LAWRENCE OCT-22/OCT-22 TuTh 11:00 - 12:15 PM KSUN ENGL - LAWRENCE OCT-27/NOV-05			

This class meets online Tuesdays and Thursdays at 11:00 AM Aug. 25 - Sep. 15. It will meet in Bailey Hall Room 301 on Sept. 17. It will meet on Tuesdays and Thursdays at 11:00 AM in the Kansas Union English Room Sept. 22 - Oct. 20. And so on...

## Online Class (WW)

These classes will not have an associated room location listed.

Some online courses will be held on specific days and times and delivered through a technology platform that will be communicated by the instructor.

EXAMPLE

PSYC 200				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LEC	Biernat, Monica	3	16535 (Save)	Full
Notes	MW 11:00 - 12:15 PM ONLNE ZOOM - LAWRENCE			

This class meets online Mondays and Wednesdays at 11:00 AM.

Some online courses will not have a specific online meeting time for the course. Students have more flexibility to complete these courses as they have time throughout the week.

EXAMPLE

PSYC 102				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LEC	Duncan, Philip	1	14561 (Save)	174
Notes	APPT ONLNE KULC - LAWRENCE			

This class meets online and instructors will communicate how students will engage with the course.