



# UMS Instruction Modes and UM Section Coding Training



## Instruction Mode Details

The course section is designed to be delivered:	Official Instruction Mode Description (code)	Definition
<p><b>Entirely online.</b> All classes are fully online with no scheduled online meetings.</p>	<p><b>Online</b>  <b>(WW)</b></p>	<p>A course section where 100% of course activity and class meetings are completed asynchronously (i.e., not in real time) online with no required online meeting times.</p>
<p><b>Entirely online.</b> Classes are fully online with required online meeting times for all or part of the course.</p>	<p><b>Distance Synchronous Learning</b>  <b>(DS)</b></p>	<p>These classes never meet in person. The course is taught online, and the instructor is expected to deliver instruction synchronously (i.e., in real time) at the times for which the class is scheduled.</p>
<p><b>Both online &amp; in-person.</b> There is a mix of in-person scheduled class meetings and online components.</p>	<p><b>Hybrid/Blended</b>  <b>(HB)</b></p>	<p>These classes have both in-person and online components. The dates/times of in-person meetings are scheduled.</p>
<p><b>Both online &amp; in-person.</b> There is flexibility for students to attend required class meetings in-person, via live video or audio, or a recording of the class.</p>	<p><b>Hyflex</b>  <b>(HF)</b></p>	<p>A single course section with the option to attend on-site, attend via video or audio technology during class meeting times, or watch a recording of the course asynchronously (i.e., not in real time) via recorded class sessions, or in any combination of the three.</p>

### Instruction Mode Details

The course section is designed to be delivered:	Official Instruction Mode Description (code)	Definition
<p><b>Both online &amp; in-person.</b></p> <p>Students attendance requirements are split between required online and in-person meeting times.</p>	<p><b>Split Delivery</b></p> <p><b>(SD)</b></p>	<p>These classes will meet during all scheduled class times. However, groups of students in the class will alternate in-person and virtual attendance as designated by the instructor to maintain reduced density in classrooms (i.e., platoon system).</p>
<p><b>In-person, off-site.</b></p> <p>This is a clinical or field placement, an internship, independent study, or research hours.</p>	<p><b>By Arrangement</b></p> <p><b>(AR)</b></p>	<p>These courses are meant for clinical placements, field placements, independent study, internships, and research hours. They do not require a classroom or meeting time but are considered to be in person, with location and time arranged by the instructor or supervisor.</p>
<p><b>In-person, off-site.</b></p> <p>This is a Service Learning course.</p>	<p><b>Service Learning</b></p> <p><b>(SL)</b></p>	<p>Instruction time and locations are to be determined by the instructor.</p>
<p><b>In-person, in a classroom.</b></p> <p>All or the majority of required class meetings happen in-person, and in a classroom.</p>	<p><b>In-Person</b></p> <p><b>(P)</b></p>	<p>The course is taught fully face-to-face in a classroom at scheduled meeting times.</p>

# UM Class Schedule Coding

PS Course Offer #	Smart Section Numbers	Campus	Inst Mode Codes	Acceptable Inst. Modes	Definition
1	0001-0179	UM	Various	P, HB, HF, SL, AR, SD	Department Funded (instructor on load)
1/10	0180-0189	WEB	DS	DS	Distance Synchronous Learning, Department Funded (instructor on load)
1/10	0190-0199	WEB	WW	WW	Online, Department Funded (instructor on load)
10	0001-0179	UM	Various	P, HB, HF, SL, AR, SD	Center for Responsive Training (College of EDHD)
Matches Graded Section	1001 & up	Matches Graded Section	Various	Matches Graded Section	Laboratory (Zero credit only-non enrollment sections)
Matches Graded Section	2001 & up	Matches Graded Section	Various	Matches Graded Section	Recitation (Zero credit only-non enrollment sections)
20	0300-0379	UM	Various	P, HB, HF, SD	Bridge-Year Program (Classes taught in area High Schools)
20	0380-0389	WEB	DS	DS	Bridge-Year Program (Classes taught in area High Schools)
15	0400-0499	WEB	WW	DS, WW	UMaine Academ-e, Online & Distance Synchronous classes for Early College Students
30	0500-0554 0555	UM	Various	P, HB, HF, SL, AR, SD	University-wide Section Project Funded DLL section project classes (0555)
30	0580-0589	WEB	DS	DS	Distance Synchronous Learning, University-wide Section Project Funded
30	0590-0599	WEB	WW	WW	Online, Department Funded

PS Course Offer #	Smart Section Numbers	Campus	Inst Mode Codes	Acceptable Inst. Modes	Definition
20	0665-0668 <b>0669</b>	FHC	Various	P, HB, HF, SL, AR, SD	DLL Funded classes at FHC - VC classes between FHC & UM
20	0700-0799	UM/WEB	Various	P, HB, DS, HF, SD, WW	Concurrent Enrollment for Early College
20	0800-0819	UM	Various	P, HB, HF, SL, AR, SD	Summer DLL Funded day classes
20	0850-0859	UM/WEB	Various	P, HB, DS, HF, SD	Graduate School of Biomedical Sciences (BMS) classes
20	0860-0868 <b>0869</b>	UM	Various	P, HB, HF, SL, AR, SD	DLL Funded classes beginning 4:00 pm or later UM location - classes between UM & FHC
20	0870-0879	UM	Various	P, HB, HF, SL, AR, SD	Travel study courses
20	0900-0905 WINT	WEB	WW	WW	Enter section 0900 for Winter Session classes in the DCU or WINT for section adds after classes are in MaineStreet DLL Funded
20	0980-0989	WEB	DS	DS	Distance Synchronous Learning, DLL Funded
20	0990-0999	WEB	WW	WW	Online, DLL Funded
40	Various	Various	Various	Various	Classes Cross-listed with other UMS Universities
51	0980-0989	WEB	DS	DS	UMaine Revenue Sharing Programs for EDT
51	0990-0999	WEB	WW	WW	UMaine Revenue Sharing Programs for EDT
52	0980-0989	WEB	DS	DS	UMaine Revenue Sharing Programs for SIE
52	0990-0999	WEB	WW	WW	UMaine Revenue Sharing Programs for SIE
Various	5000 & up	DIST	Various	P, HB, DS, HF, SL, AR, SD	Distance Ed courses for centers and sites State-wide

# Offer Numbers

Offer numbers have an important role for classes for correct funding sources. It is important that the proper coding is used for instruction mode, offer numbers and section numbers. Onload classes for instructors are not coded as offer 20 (DLL sections). Overload classes for instructors should be coded as offer 20 in most cases, after DLL approval. Please note that if class instructors are changed, coding also needs to be changed to appropriately reflect onload/overload status, and if the change will result in an overload, DLL approval is needed. Changes should be made prior to student enrollment and BrightSpace class shells being created.

- **1:** Department Funded; Instructor Onload
- **5, 6, 25, 26, 35, 36, 45, 46** (etc.): **These are offer numbers for Cross-listed courses and are based on how they are built in the MaineStreet catalog. Cross-listed courses have the same catalog description (used for undergrad/grad courses with the same designator or courses with different designators, i.e., BMB 150 and HON 150). (These are NOT synonymous with a “Combined Section!”)**
- **10:** Center for Responsive Training classes used by the College of EDHD
- **15:** Academ-e for early college students
- **20:** DLL Funded and requires DLL approval
- **30:** University-wide Section Project Funded classes
- **40:** Classes that are Cross-listed with other UMS Universities
- **51:** UMaine Revenue Sharing Programs for EDT
- **52:** UMaine Revenue Sharing Programs for SIE

# Questions

Type additional questions in the chat.

**What does offer 40 mean?** UM uses course offer 40 for classes that are held at two (or more) UMS Universities and UM is not the campus that originates the class. This impacts revenue sharing. Example: A class is being taught at Machias and UMaine has an offer 40 DS (online live) section to join the class at Machias.

# Offer Numbers with Smart Section Numbers

- **Offer 1:**
  - **Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded, Instructor Onload.
  - **Sections 0180-0189, 1181 & Up (Labs), 2189 & Up (Recitations)** - Department funded, DS-Distance Synchronous Learning classes, Instructor Onload
  - **Sections 0190-0199** - Department funded, WW Online Asynchronous classes Instructor Onload
- **Offer 10:**
  - **Sections 0001-0179** - Center for Responsive Training (CRT) classes used by the College of EDHD
  - **Sections 0180-0189** - CRT Distance Synchronous Learning classes
  - **Sections 0190-0199** - CRT Online Asynchronous classes
- **Offer 30:**
  - **Sections 0500-0554; 0555,1501-1555 (Labs), 2501-2555 (Recitations)** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
  - **Sections 0580-0589, 1581-1589 (Labs), 2581-2589 (Recitations)** - DS Distance Synchronous Learning
  - **Sections 0590-0599** - WW Online Asynchronous classes
- **Offer 40: Section numbers are various based on class delivery** - Classes Cross-listed with other UMS Universities



# DLL Offer Numbers with Smart Section Numbers

- **Offer 20 - DLL Funded classes** (Overload classes for instructors should be coded as offer 20 in most cases, after DLL approval):
  - **Sections 0300-0379** - Bridge year Program classes taught in area High Schools, usually year-long
  - **Sections 0380-0389** - DS Distance Synchronous Learning classes
  - **Sections 0665-0668; 0669, 1665-1669 (Labs), 2665-2669 (Recitations)** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
  - **Sections 0700-0799** - Concurrent Enrollment for Early College classes
  - **Sections 0800-0819, 1801-1819 (Labs), 2801-2819 (Recitations)** - Summer day classes
  - **Sections 0850-0859** - Graduate School of Biomedical Sciences classes
  - **Sections 0860-0869, 1861-1869 (Labs), 2861- 2869 (Recitations)** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
  - **Sections 0870-0879** - Travel Study classes
  - **Sections 0900-0905** (used in DCU only) **or WINT** (MaineStreet only) - Winter Session classes
  - **Sections 0980-0989, 1981-1989 (Labs), 2981-2989 (Recitations)** - DS Distance Synchronous Learning classes
  - **Sections 0990-0999** - WW Online Asynchronous classes

# DLL Offer Numbers with Smart Section Numbers continued

- **Offer 15:**
  - **Sections 0400-0499, 1481-1499 (Labs), 2481-2499 (Recitations)** - UMaine Academ-e. WW Online Asynchronous and DS Distance Synchronous classes for Early College Students combined with other WW or DS classes.
- **Offer 51:**
  - **Sections 0980-0989, 1981-1989 (Labs), 2981-2989 (Recitations)** - UMaine Revenue Sharing Programs for EDT. DS Distance Synchronous Learning classes
  - **Sections 0990-0999** - UMaine Revenue Sharing Programs for EDT. WW Online Asynchronous classes
- **Offer 52:**
  - **Sections 0980-0989, 1981-1989 (Labs), 2981-2989 (Recitations)** - UMaine Revenue Sharing Programs for SIE. DS Distance Synchronous Learning classes
  - **Sections 0990-0999** - UMaine Revenue Sharing Programs for SIE. WW Online Asynchronous classes

**\*Various Offer Numbers, Sections 5000 & Up:** These can have various Offer numbers, Distance Ed classes for centers and sites Statewide

# Questions

Type additional questions in the chat.

**For summer, there are new DLL sections for summer university day classes 0800-0819, how do we code summer classes that are not funded by DLL for summer?** Summer classes like thesis that are not funded by DLL are coded as offer 1, instruction mode of AR and sections 0001-0179.

# Instruction Modes and Smart Section Numbers

## P-In Person

The P-In Person code is our most widely used instruction mode and has the most variation for section coding. These classes are being taught 100% face to face, in classrooms. The following codes are used for the P In-Person instruction mode:

- **Offer 1: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded classes, Instructor Onload
- **Offer 10: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Center for Responsive Training classes used by the College of EDHD
- **Offer 20 (DLL Funded classes):**
  - **Sections 0300-0379** - Bridge year Program classes taught in area High Schools, usually year-long
  - **Sections 0665-0668; 0669** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
  - **Sections 0700-0799** - Concurrent Enrollment for Early College
  - **Sections 0800-0819** - Summer day classes
  - **Sections 0850-0859** - Graduate School of Biomedical Sciences classes
  - **Sections 0860-0869** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
  - **Sections 0870-0879** - Travel Study classes
- **Offer 30: Sections 0500-0554; 0555** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
- ★ **Various Offer Numbers, Sections 5000 & Up:** Distance Ed classes for centers and sites Statewide

**\*\*Please note** that these section codes are not all exclusive to In-Person modes and you will see some repeated throughout the presentation

# Instruction Modes and Smart Section Numbers

## HB-Hybrid/Blended

HB-Hybrid/Blended classes have both in-person and online components. The dates/times of in-person meetings are scheduled. It does not matter the amount of each mode, if the class has any amount of in-person and online sessions, the class is considered Hybrid/Blended. It is recommended to make a note indicating the frequency of online or in-person components so students are aware. The following codes are used for the HB Hybrid/Blended instruction mode:

- **Offer 1: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded classes, Instructor Onload
  - **Offer 10: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Center for Responsive Training classes used by the College of EDHD
  - **Offer 20 (DLL Funded classes):**
    - **Sections 0300-0379** - Bridge year Program classes taught in area High Schools, usually year-long
    - **Sections 0665-0668; 0669** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
    - **Sections 0700-0799** - Concurrent Enrollment for Early College
    - **Sections 0800-0819** - Summer day classes
    - **Sections 0850-0859** - Graduate School of Biomedical Sciences classes
    - **Sections 0860-0869** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
    - **Sections 0870-0879** - Travel Study classes
  - **Offer 30: Sections 0500-0554; 0555** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
- ★ **Various Offer Numbers, Sections 5000 & Up:** Distance Ed classes for centers and sites Statewide

# Instruction Modes and Smart Section Numbers WW-Online

WW-Online classes are classes where 100% of activity and meetings are completed asynchronously online (i.e., not in real time) with no required online meeting times. The following codes are used for the WW Online instruction mode:

- **Offer 1: Sections 0190-0199** - Department funded classes, Online Asynchronous, Instructor Onload
- **Offer 10: Sections 0190-0199** - Center for Responsive Training classes used by the College of EDHD, Instructor Onload
- **Offer 15: Sections 0400-0499 UMaine Academ-e** - Classes for Early College Students
- **Offer 20:**
  - **Sections 0700-0799** - Concurrent Enrollment for Early College
  - **Sections 0900-0905** (used in DCU only) **or WINT** (MaineStreet only) - Winter Session classes
  - **Sections 0990-0999** - DLL Asynchronous Online Learning
- **Offer 30: Sections 0590-0599** - University-wide Section Project Funded classes
- **Offer 40: Various, but will most likely follow 0190-0199 or 0990-0999** - Classes Cross-listed with other UMS Universities
- **Offer 51: Sections 0990-0999** - UMaine Revenue Sharing Programs for EDT. WW Online Asynchronous classes
- **Offer 52: Sections 0990-0999** - UMaine Revenue Sharing Programs for SIE. WW Online Asynchronous classes

# Instruction Modes and Smart Section Numbers

## DS-Distance Synchronous

Distance synchronous classes never meet in person. The class is taught online, and the instructor is expected to deliver instruction synchronously (i.e., in real time) at the times for which the class is scheduled. Even if there are only a few synchronous meetings and the rest of the material is covered asynchronously, the class should be coded as DS so students are aware of what they are signing up for. Notes can be added to the class to further educate the students on what is expected. The following codes are used for the DS Distance Synchronous instruction mode:

- **Offer 1: Sections 0180-0189** - Department funded classes, Distance Synchronous Learning, Instructor Onload
- **Offer 10: Sections 0180-0189** - Center for Responsive Training classes used by the College of EDHD, Distance Synchronous Learning, Instructor Onload
- **Offer 15: Sections 0400-0499 UMaine Academ-e** - Distance Synchronous classes for Early College Students
- **Offer 20:**
  - **Sections 0380-0389** - Bridge year Program classes taught in area High Schools, usually year-long
  - **Sections 0700-0799** - Concurrent Enrollment for Early College
  - **Sections 0850-0859** - Graduate School of Biomedical Sciences classes
  - **Sections 0980-0989** - Distance Synchronous Learning
- **Offer 30: Sections 0580-0589** - University-wide Section Project Funded classes. Distance Synchronous Learning
- **Offer 40: Various, but will most likely follow 0180-0189 or 0980-0989** - Classes Cross-listed with other UMS Universities
- **Offer 51: Sections 0980-0989, 1981-1989 (Labs), 2981-2989 (Recitations)** - UMaine Revenue Sharing Programs for EDT. DS Distance Synchronous Learning classes
- **Offer 52: Sections 0980-0989, 1981-1989 (Labs), 2981-2989 (Recitations)** - UMaine Revenue Sharing Programs for SIE. DS Distance Synchronous Learning classes

# Instruction Modes and Smart Section Numbers AR-By Arrangement

The AR - By Arrangement instruction mode's time and location are to be determined by the instructor. These are classes that are meant for clinical placements, field placements, independent studies, internships, theses, and research hours. Though they do not require a scheduled room or time, they are considered to be in "in person." The following codes are used for the AR By Arrangement instruction mode:

- **Offer 1: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded, Instructor Onload classes
- **Offer 10: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Center for Responsive Training classes used by the College of EDHD
- **Offer 20 (DLL Funded classes):**
  - **Sections 0665-0668; 0669** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
  - **Sections 0800-0819** - Summer day classes
  - **Sections 0860-0869** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
  - **Sections 0870-0879** - Travel Study classes
- **Offer 30: Sections 0500-0554; 0555** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
- ★ **Various Offer Numbers, Sections 5000 & Up:** Distance Ed classes for centers and sites Statewide



# Instruction Modes and Smart Section Numbers

## SL-Service Learning

The SL - Service Learning instruction mode's time and location are to be determined by the instructor. Though they do not require a scheduled room or time, they are considered to be in "in person." It has been determined this mode will be seldomly used, however, the following codes are used for the SL Service Learning instruction mode:

- **Offer 1: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded classes, Instructor Onload
- **Offer 10: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Center for Responsive Training classes used by the College of EDHD
- **Offer 20 (DLL Funded classes):**
  - **Sections 0665-0668; 0669** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
  - **Sections 0800-0819** - Summer day classes
  - **Sections 0860-0869** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
  - **Sections 0870-0879** - Travel Study classes
- **Offer 30: Sections 0500-0554; 0555** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
- ★ **Various Offer Numbers, Sections 5000 & Up:** Distance Ed classes for centers and sites Statewide

# Instruction Modes and Smart Section Numbers HF-Hyflex

Hyflex classes are sections with the option to attend on-site, via video or audio technology during class meeting times, or watch a recording of the class asynchronously via recorded class sessions, or in any combination of the three. The following codes are used for the HF Hyflex instruction mode:

- **Offer 1: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded classes, Instructor Onload
- **Offer 10: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Center for Responsive Training classes used by the College of EDHD
- **Offer 20 (DLL Funded classes):**
  - **Sections 0300-0379** - Bridge year Program classes taught in area High Schools, usually year-long
  - **Sections 0665-0668; 0669** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
  - **Sections 0700-0799** - Concurrent Enrollment for Early College
  - **Sections 0800-0819** - Summer day classes
  - **Sections 0850-0859** - Graduate School of Biomedical Sciences classes
  - **Sections 0860-0869** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
  - **Sections 0870-0879** - Travel Study classes
- **Offer 30: Sections 0500-0554; 0555** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
- ★ **Various Offer Numbers, Sections 5000 & Up:** Distance Ed classes for centers and sites Statewide

# Instruction Modes and Smart Section Numbers

## SD-Split Delivery

Split Delivery classes will meet during all scheduled class times. However, groups of students in the class will alternate in-person and virtual attendance as designated by the instructor to maintain reduced density in classrooms (i.e., platoon system). These are different from Hybrid classes, where content is presented online and in-person on *different days*, but a Split Delivery is offering online and in-person simultaneously in order to break up the enrollment count for the in-person meeting. The following codes are used for the SD Split Delivery instruction mode:

- **Offer 1: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Department funded classes, Instructor Onload
  - **Offer 10: Sections 0001-0179, 1001 & Up (Labs), 2001 & Up (Recitations)** - Center for Responsive Training classes used by the College of EDHD
  - **Offer 20 (DLL Funded classes):**
    - **Sections 0300-0379** - Bridge year Program classes taught in area High Schools, usually year-long
    - **Sections 0665-0668; 0669** - Classes at the Belfast Hutchinson Center (FHC). **0669** is the Video Conferencing option that goes between FHC/UM
    - **Sections 0700-0799** - Concurrent Enrollment for Early College
    - **Sections 0800-0819** - Summer day classes
    - **Sections 0850-0859** - Graduate School of Biomedical Sciences classes
    - **Sections 0860-0869** - Classes beginning at 4PM or later; 0869 used for UM class section of a combined section with FHC
    - **Sections 0870-0879** - Travel Study classes
  - **Offer 30: Sections 0500-0554; 0555** - University-wide Section Project Funded classes (*Section 0555 is specifically used by DLL*)
- ★ **Various Offer Numbers, Sections 5000 & Up:** Distance Ed classes for centers and sites Statewide

Questions and/or Feedback?

