# Online & Off-campus Course Section Coding Policies

Please use the following guide to code distributed course sections (distance, off-campus, hybrid on-campus). Please note that section or location codes marked in red are not eligible for the revenue return from University College. Questions about revenue return should be directed to Rosslyn Smith in University College. Questions about coding should be directed to Nicci Price or Janessa Leisy in the Office of Academic Support and Facilities Resources.

## Online/Electronic (More than 50%)

**Campus Code**
- Only One Option
  - TDE

**Course Section**
- Two sections must be set up. Sections will be cross-listed in Banner. Students, however, should only be allowed to enroll in D01-D99. Non-formula-eligible students will then be moved into the X01-X99 course section after enrolling.

**D01-D99**
- Use this option for course sections that are eligible for formula funding.

**X01-X99**
- Use this option for course sections that are not eligible for formula funding.

**Instructional Method**
- Choose One
  1. **WEB**
     - Use this option if the majority of the course (50% or more) is online.
  2. **MULTI**
     - Use this option if the course is delivered using a variety of electronic instructional methods and is less than 50% online.
  3. **FACE**

## Courses Offered at a TTU Off-Campus Site

**Campus Code**
- Choose One
  1. TAM (TTU at Amarillo)
  2. TAB (TTU at Abilene)
  3. TEP (TTU at El Paso)
  4. TFB (TTU at Fredericksburg)
  5. TNL (TTU at Highland Lakes)
  6. TJN (TTU Center at Junction)
  7. TWC (TTU at Waco)

**Course Section**
- Choose One
  1. 001-299 Lecture, dissertation, independent study, practicum, seminar, thesis
  2. 301-499 Credit lab
  3. 501-599 No credit lab, remediation
  4. 701-899 Discussions
  5. H01-H99 Honors
  6. S01-S99 Service Learning

**Instructional Method**
- Choose One
  1. **ITV**
     - Use this option if the majority of the course (50% or more) is ITV.
  2. **MULTI**
     - Use this option if the course is delivered using a variety of instructional methods and is less than 50% ITV.
  3. **FACE**

## Courses Offered at Other Off-Campus Locations

**Campus Code**
- Choose One
  1. TDL (Dallas)
  2. TMD (Midland)
  3. TOD (Odessa)
  4. TUO (Site in Texas but Off-campus)
  5. TOT (Out-of-state Location)
  6. TIX (Study Abroad)

**Course Section**
- Choose One
  1. 001-299 Lecture, dissertation, independent study, practicum, seminar, thesis
  2. 301-499 Credit lab
  3. 501-599 No credit lab, remediation
  4. 701-899 Discussions
  5. H01-H99 Honors
  6. S01-S99 Service Learning

**Instructional Method**
- Choose One
  1. **ITV**
     - Use this option if the majority of the course (50% or more) is ITV.
  2. **MULTI**
     - Use this option if the course is delivered using a variety of instructional methods and is less than 50% ITV.
  3. **FACE**
COURSE SECTIONS ORIGINATING AT A TEXAS TECH OFF-CAMPUS SITE AND TAUGHT BACK TO LUBBOCK

CAMPUS CODE
Choose One
1. TLB (Lubbock)

COURSE SECTION
Choose One
1. 001-299 Lecture, independent study, seminar
2. 301-499 Credit lab
3. 501-599 No credit lab, remediation
4. 701-899 Discussions
5. H01-H99 Honors
6. S01-S99 Service Learning

INSTRUCTIONAL METHOD
Choose One
1. ITV
   Use this option if the majority of the course (50% or more) is ITV.
2. MULTI
   Use this option if the course is delivered using a variety of instructional methods and is less than 50% ITV.

HYBRID COURSES TAUGHT ON LUBBOCK CAMPUS
(MORE THAN 50% ELECTRONIC WITH CLASSROOM-BASED FACE-TO-FACE COMPONENT)

CAMPUS CODE
Choose One
1. TLB (Lubbock)

COURSE SECTION
Choose One
1. 001-299 Lecture, seminar
2. 301-499 Credit lab
3. 501-599 No credit lab, remediation
4. 701-899 Discussions
5. H01-H99 Honors
6. S01-S99 Service Learning

INSTRUCTIONAL METHOD
Choose One
1. MULTI
   Use this option only if the instructional method is more than 50% electronic and has a classroom-based face-to-face component. If the instructional method is more than 50% electronic and does not have a classroom-based face-to-face component, the course should be coded as a distance course, either WEB or MULTI.

COURSE SECTIONS NOT ELIGIBLE FOR REVENUE RETURN

CAMPUS CODE
Choose One
1. TLB (Lubbock - If instructional method is FACE)
2. TOT (Out-of-state Location)
3. TIX (Study Abroad)
4. TRP (Reciprocal)

COURSE SECTION
Choose One
1. XO1-X99 Distance non-Texas resident Out-of-state
2. 501-599 No credit lab, remediation
3. 701-899 Discussions
4. COR

ACTIVITY TYPE
Choose One
1. XCL No credit lab
2. DIS Discussions