

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. This option can be used for dissertation, thesis, independent study, internship and practicum course sections where multiple delivery modalities exist and web is not the primary delivery method.

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. THL (TTU at Highland Lakes)
6. TJN (TTU Center at Junction)

COURSE SECTION

Choose One

1. 001-299 Lecture, development, dissertation, ensemble, independent study, practicum, private lesson, 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. This option can be used for dissertation, thesis, independent study, internship and practicum course sections where multiple delivery modalities exist and ITV is not the primary delivery method.

3. FACE

COURSES OFFERED AT AN OFF-CAMPUS LOCATION

CAMPUS CODE

Choose One

1. TWC (Waco, University Center at McLennan Community College)
2. TDL (Dallas)
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, development, dissertation, ensemble, independent study, practicum, private lesson, 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. This option can be used for dissertation, thesis, independent study, internship and practicum course sections where multiple delivery modalities exist and ITV is not the primary delivery method.

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, development, dissertation, ensemble, independent study, practicum, private lesson, 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. This option can be used for dissertation, thesis, independent study, internship and practicum course sections where multiple delivery modalities exist and ITV is not the primary delivery method.

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

CAMPUS CODE

Choose One

- 1. TLB (Lubbock)

COURSE SECTION

Choose One

- 1. 001-299 Lecture, development, dissertation, ensemble, independent study, practicum, private lesson, 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

- 1. **MULTI**
Use this option if the instructional method is more than 50% electronic and has a classroom-based face-to-face component.

COURSE SECTIONS NOT ELIGIBLE FOR REVENUE RETURN

CAMPUS CODE

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

COURSE SECTION

- 1. X01-X99 Distance non-Texas resident Out-of-state
- 2. 501-599 No credit lab, remediation
- 3. 701-899 Discussions
- 4. COR

ACTIVITY TYPE

- 1. XCL No credit lab
- 2. DIS Discussions