

# Updated Mesa Distance Learning Course Information

## All courses must be approved for Distance Learning by Curriculum Review Committees\*

Many courses at San Diego Mesa College require students to use computer technology or the Internet for assignments and course materials. In addition, the college offers courses that are conducted fully online, partially online or hybrid as described below.

Fully Online courses are listed in the Online section of the printed schedule.

Partially Online and Hybrid courses are listed within the regular course listings of the printed schedule.

Prior to registering it is recommended students visit [www.sdccdonline.net/students/training/](http://www.sdccdonline.net/students/training/) for Online Student Training & Orientation.

## ISIS Inputting

**Inputters!! Distance Learning CRNs cannot be changed back to on campus offerings. Distance Learning CRNs must be cancelled and a new CRN created. \*See page 2 for Designators Code Information.**

### Fully Online CRNs

**Course must be approved by Curriculum Review Committees for Distance Learning.**

All course meetings are conducted online with no on campus instruction.

#### ISIS Inputting

*Utilize maximum hours per SQCA screen for total hours.*

E (Evening) 700 series (Sequence) L, F & LE (Designators) L=SP-DG; F=SCHED TYP; LE=INST MH

### Partially Online CRNs

**Course must be approved by Curriculum Review Committees for Distance Learning.**

**Majority** of instruction is conducted **online** with more than half of the instruction being online. The course may have occasional meetings such as on-campus orientation, exams, etc.

#### ISIS Inputting

*Utilize maximum hours per SQCA screen for total hours –TBA hours are on line 1 of the section meeting dates with the other hours listed at maximum per S (semester).*

E (Evening) 800 series (Sequence) M, F & LE (Designators) M=SP-DG; F=SCHED TYP; LE=INST MH

SQCE Comment: Meeting dates/times/room may be listed as a comment if the specific information is available.

### Hybrid CRNs

**Course must be approved by Curriculum Review Committees for Distance Learning.**

**Majority** of course meetings are **on campus** with less than half of the instruction conducted online.

#### ISIS Inputting

*Utilize maximum hours per SQCA screen for total hours – TBA hours are on line 1 of the section meeting information and the on campus meeting information is listed on line 2. Increase on campus hours if on campus hours are less than online (TBA) hours. For instance, a 54 hour course must meet on campus for 27.5 or more hours and instruction online must be less than 27 which in this example would be 26.5 but the hours could be on campus 30 hours and online 24 hours, etc. as long as there are more on campus hours than online hours.)*

E (Evening) 900 series (Sequence) Z, Z IE (Designators) Z=SP-DG; Z=SCHED TYP; IE=INST MH

SQCE Comment: The majority of courses meetings are conducted on campus. Students must attend on campus meetings.

\* If course is authorized for Distance Education inputting the following special designators (SP-DG) will allow the course to have be an online offering.

Code	Special Designator Description
<b>L</b>	<u>Fully Online</u>
<b>M</b>	<u>Partial Online</u> ( <b>Fewer</b> campus meeting hours than online hours.)
<b>Z</b>	<u>Partial Online</u> ( <b>More</b> campus meeting hours than online hours.)

The SCHED TYP field must be inputted as an “F” or a “Z”.

The INST-MH field must be inputted as “LE”/Later Instruction or “IE”/Immediate Instruction.