

## **Campus / Schedule Type / Instructional Method**

Office of the Registrar
Updated August 2025

Campus Codes										
Main	Off Field	Off Campus	High School	Online	International	Fishers Center	Indy Center	CAP Indy	Exchange Host	Coursera
"M"	"OF"	"OC"	"HS1, HS2, HS3"	"OL"	"IR"	"FI"	"IN"	"CPI"	"EH"	"CSR"

Schedule Types											
Lecture	Clinical	Discussion/ Recitation	Examination	Field Study	Non Credit Workshop	Internship	1 Week or Less	Lab	Lecture/Lab	One-on-One /Research	Independent Study
"A"	"C"	"D"	"E"	"F"	"]"	"IN"	"K"	"L"	"LL"	"O"	"R"

Seminar	Study Abroad	Online Fixed Times (Synch)	Studio	Online (Asynchronous)	Experiential
"S"	"SA"	"T"	"U"	"W"	"X"

Instructional Methods				
Blended	Face to Face	Online		
"BLEN"	"FACE"	"ONLN"		

# BALL STATE UNIVERSITY

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#### Campus Codes – i.e. where does the section meet?

- Main (M) Courses physically offered in a building on main campus.
- Off Field (OF) Courses physically offered in a domestic location other than main campus. Reserved for use by Orientation sessions, Clinical (schedule type 'C'), Field Studies (schedule type 'F'), Internships (schedule type 'IN'), Independent Study (schedule type 'R'), Study Abroad/Study Away (schedule type 'SA'), Seminar (schedule type 'S') and Experiential (schedule type of 'X').
- Off Campus (OC) Courses physically offered in a domestic location other than main campus or a designated center.
- <u>High School (HS1, HS2, HS3)</u> Courses offered for dual credit in a high school. HS1 is used for priority courses offered on site at a high school, HS2 is used for other on-site courses, and HS3 is used for online courses.
- Online (OL) Courses offered online where there is no physical location other than virtual.
- International (IR) Courses physically offered outside the United States.
- Fishers Center (FI) Courses physically offered in the Fishers Center.
- Indy Center (IN) Courses physically offered in the Indy Center.
- CAP Indy (CPI) Course physically offered in the CAP: Indy Center.
- Exchange Host (EH) Used for National Student Exchange placeholder courses in which students pay tuition to the host university.
- Coursera (CSR) Courses offered online through the Coursera platform.



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#### <u>Schedule Types – i.e. what type of section am I building?</u>

- Lecture (A) A classroom setting where the instructor delivers course material to students through presentations, discussions, and other instructional activities. Lectures are used to convey critical information, history, background, theories, and equations.
- <u>Clinical (C)</u> A clinical course requires students to receive hands-on experience in a medical or clinical setting.
- <u>Discussion/Recitation (D)</u> Discussion sections are smaller classes separate from the main lecture class where students can discuss the material and get answers to their questions.
- <u>Examination</u> Used for enrollment in courses that confirm learning outcomes such as exams, portfolios, or entrance/exit surveys.
- Field Study (F) A field study involves scholarly work that requires first hand observation, recording, or documenting what the student sees and hears in a particular setting.
- Non Credit Workshop (I) Courses with no credit offered in a workshop format typically for professional development and open to the public. Currently used for IU Med courses only.
- Internship (IN) An official or formal experience for students to apply academic knowledge in a professional setting. Can be used for paid or unpaid internships or practicum experiences.
- 1 Week or Less (K) Courses with duration of 1 week or less.
- <u>Lab (L)</u> A lab allows students to get a hands-on experience with the subject being taught during the lecture.
- <u>Lecture/Lab (LL)</u> Courses with both lecture and lab components.
- One-on-One/Research (O) A research course that systematically investigates existing or new knowledge which is used to establish or confirm facts, reaffirm the results of previous work, solve new or existing problems, support theorems, or develop new theories.
- Independent Study (R) An independent study is a form of education that occurs when a student and an instructor agree upon a topic for the student to research outside of school with little guidance from the instructor for an agreed upon amount of credits.
- <u>Seminar (S)</u> A seminar is a small group of advanced students in a college or graduate school engaged in original research or intensive study under the guidance of a professor who meets regularly with them to discuss their reports and findings.
- <u>Study Abroad or Study Away (SA)</u>- Provide an opportunity to engage in some portion of study (either partial or full semester) in an off-campus setting (i.e., another city, state or country). Study abroad incorporates credit-bearing academic programs outside of the United States including classroom study, research, intern- or externships, and service learning. Study away refers to academic activities within the United States. For example, field studies that take students off campus for a week or more would qualify. The location of study must be central to the course objectives. One-day field trips do not constitute study abroad/away experiences.
- Online Fixed Times (Synchronous) (T) Courses with campus code "Online" and instructional method "Online" that have specific days and times for students to login and participate in the course, such as Wednesdays at 5 pm.
- Studio (U) A studio is a classroom where students work in groups and are responsible for their own learning. They involve longer, fewer class sessions with focused, intense student activity.
- Online (Asynchronous) (W) Courses with campus code "Online" and instructional method "Online" with NO specific days and times. Students login regularly and participate in the course.
- Experiential (X) Experiential education is the process that occurs between a teacher and student that infuses direct experience with the learning environment and content.

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#### <u>Instructional Methods – i.e. how will the section be taught?</u>

- Face-to-Face (FACE) instructor and student meet for class time in the same geographic location.
- <u>Blended (BLEN)</u> students and instructor meet for class at least once in the same geographic location during the term while remaining class time is replaced with online activities.
- Online (ONLN) (tied back to schedule type):
  - 1. Asynchronous course is 100% online (no face-to-face or designated online meeting times required).
  - 2. Synchronous course is 100% online with some designated online meeting times required.
  - 3. Independent Learning Program course is 100% online and self-paced (no face-to-face, no cohorts, no specific meeting times).