

# JOB AID FOR CLASS LABELS

## Introduction

The consistent use of class instruction mode labels is critical for clear and effective expectations among students, faculty and advisors as well as for compliance requirements and accreditation reports.

For labeling policies and detailed information about **calculating instruction time**, see the [University Registrar's policies on scheduling](#).

For **course-design considerations** and recommendations for setting clear **expectations for students** through the syllabus, see the [ODEE Resource Center](#).



## In-Person Class (P)

A class that is conducted in person, with or without a limited amount of direct online instruction and interaction

Campus  
75-100%

Online  
0-24%

**0-24%** of formalized instruction and interaction occurs at a distance from campus.

**For a 3-credit semester class, students can expect:**

- Scheduled classroom time on campus each week, usually totaling just under 3 hours (includes classes broadcast live to regional campus classrooms)
- Possibly some of instruction and interaction online
- An average of 6 or more hours of preparation and homework each week

## Hybrid Class (HY)

A class with a combination of in-person instruction and online instruction

Campus  
25-74%

Online  
25-74%

**25-74%** of formalized instruction and interaction occurs at a distance from campus.

**For a 3-credit semester class, students can expect:**

- Instruction time equal to a 3-credit in-person class, with some of this instruction occurring online
- On-campus and distance components may alternate consistently or only certain class sessions may be on-campus
- An average of 6 or more hours of preparation and homework each week



## Distance-Enhanced Class (DH)

A class that primarily offers online instruction but is enhanced by some in-person events

Campus  
1-24%

Online  
75-99%

**75-99%** of formalized instruction and interaction occurs at a distance from campus; some campus component is required.

**For a 3-credit semester class, students can expect:**

- During most weeks of the class, 2.5-3 hours of instructional activity and interaction is conducted online
- One or more required on-campus sessions
- An average of 6 or more hours of preparation and homework each week

## Distance Learning Class (DL)

A class offered completely online with no in-person components

Online  
100%

**100%** of formalized instruction and interaction occurs at a distance from campus. No campus location will appear on the class schedule.

**For a 3-credit semester class, students can expect:**

- 0 hours of required time on campus **(including for exams)**
- 3 hours per week, on average, of instructional activity and interaction conducted online
- An average of 6 or more hours of preparation and homework each week

## Notes

### CLASS SECTIONS

Instruction mode is determined one section at a time. Many courses have a lecture section and an associated recitation or lab section; it's possible in that situation to have, for example, a DL section and P section.

### CLASSES THAT DON'T CONFORM TO TYPICAL SEMESTER CALENDAR

Classes that don't conform to the normal weekly structure in regular academic terms — such as independent studies, studio work or practicum experiences — may require closer review to determine the correct course label.

### CLASSES THAT INCLUDE A FIELD EXPERIENCE OR PLACEMENT

Classes should be correctly labeled with one of these components — FLD, CLN or IND — to enable **reporting of out-of-state students to NC-SARA.**

