Summer Term Banner Section Building Aid

Beginning in 2020, the University transitioned from two separate summer terms to one summer term with two half terms. The previous summer parts of term (Extended Summer, Summer I, and Summer II) became one summer term in 2020 with a Banner code of **202060**. The term formerly known as Extended Summer is now identified as "Full Term." The two half terms formerly known as Summer I and II are now called "First Half Term" and "Second Half Term."

- **First Half Term** (formerly Summer I) has the part of term code "**H1**"
- **Second Half Term** (formerly Summer II) has the part of term code "**H2**"
- **Full Term** (formerly Extended or 10 Week Summer) has the part of term code of "**1**" **please pay careful attention to this since Summer I and Summer II used the term code of "1" in the past*.

First Half Term (formerly Summer I) has the part of term code "**H1**"

Second Half Term (formerly Summer II) has the part of term code "**H2**"

Full Term (formerly Extended or 10 Week Summer) has the part of term code of "**1**" **please pay careful attention to this since Summer I and Summer II used the term code of "1" in the past*.

NEW UPDATES: Online Courses: Non-Distance Education program courses

If your department is offering courses online that are <u>not</u> part of a Distance Education program, please be sure they have the following:

- Section numbers: For online courses that are not LBST courses, section numbers should begin with 080, with additional sections using sequential numbers (081, 082, 083 and so forth). For LBST courses that are to be offered online, your department should have designated section numbers for reporting purposes, please refer to the attached chart for online LBST section information.
- **<u>NEW</u> Campus Code: When building your course in SSASECT, make sure that the Campus code is "M" Main Campus. This is the SAME as courses for Fall and Spring. Please make sure all 100% online courses have "M" for the campus. *This is a change from prior summers now that students are billed based on their program instead of the course campus.***
- Instructional Method. There are two options you would use for 100% online courses:

  - IA: Online No Specific Mtg Times—no meeting times should be listed

  - IS: Online Specific Mtg Times—please include meeting times and "ONLINE INTERNET" in the Meeting Times/Building Room areas of SSASECT

Please make sure that your 100% online courses list one of the above options for Instructional Method. Face-to-Face Instruction and Hybrid: Face-to-Face & Online, should **<u>NOT</u>** be used for 100% online courses

- Course Note/Comments: The Office of Distance Education and Summer Term will be adding course notes and comments to all 100% Online courses. There is a specific format that is to be followed giving students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:

  - 100% online course delivered using Canvas. Learn to use Canvas at http://canvas.uncc.edu. Additional requirement(s): [may include information already entered into SSATEXT].

Online Courses: Distance Education program courses

If your department is offering courses online that <u>are</u> part of a Distance Education program, please be sure they have the following:

- Section numbers: For courses that are DE program courses, section numbers should begin with 58X for First Half Term and Full Term and 78X for Second Half Term, with additional sections using sequential numbers (581, 582, 583 OR 781, 782, 783 and so forth).
- Campus Code: Just as the case for Fall and Spring sections, when building your course in SSASECT, make sure that you Campus code is "D" Distance Education.
- Instructional Method. There are two options you would use for 100% online courses:
  - IA: Online No Specific Mtg Times—no meeting times should be listed
  - IS: Online Specific Mtg Times—please include meeting times and "ONLINE INTERNET" in the Meeting Times/Building Room areas of SSASECT
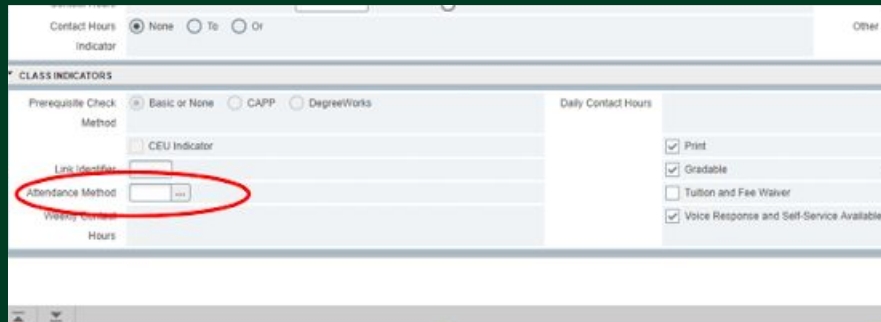
Please make sure that your 100% online courses list one of the above options for Instructional Method. Face-to-Face Instruction and Hybrid: Face-to-Face & Online, should **<u>NOT</u>** be used for 100% online courses

- Course Note/Comments: The Office of Distance Education and Summer Term will be adding course notes and comments to all 100% Online courses. There is a specific format that is to be followed giving students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:
  - 100% online course delivered using Canvas. Learn to use Canvas at http://canvas.uncc.edu. Additional requirement(s): [may include information already entered into SSATEXT].

Hybrid Courses

- For those planning to utilize Hybrid sections, below is an example of when to use *Hybrid Synchronous (HYS)* or *Hybrid Asynchronous (HYA)* instructional methods.
    - Use **HYS** instructional method IF: you section will meet face-to-face or in-person and have at least some required online content <u>at a specific time</u>.
    - Use **HYA** instructional method IF: you section will meet face-to-face or in-person and have at least some required online content <u>without a specific meeting time</u>.
- If your Hybrid section will have <u>both</u> synchronous and asynchronous online content, please defer to using the HYS instructional method.
- Section numbers: Hybrid courses should be numbered consistently with your face-to-face course sections (001, 002, 090, etc).
- Campus Code: Hybrid courses are not part of a Distance Education program should have a Campus Code of "M" Main/Uptown
- If the course you've entered is a Hybrid (HYS or HYA) course, you will also need to populate the **Attendance Method** field. Click the search arrow next to this field (or F9) to view a list of Attendance Accounting Method codes. Select the percentage range that best represents the amount of time and primary method of online instruction for this course section.
    - For HYS instructional methods please select an Attendance Method between S1-S4
    - For HYA instructional methods please select an Attendance Method between A1-A4

- Course Note/Comments: The Office of Distance Education and Summer Term will be adding course notes and comments to all Hybrid courses. There is a specific format that is to be followed giving students all of the information needed. If you have notes in the text of these courses, this office will add the following notes before the notes you have already entered:

    - Hybrid course delivered through a combination of face-to-face classroom instruction and Canvas. Classroom instruction will be [days/times] at [location and address]. Learn to use Canvas at http://canvas.uncc.edu. Additional requirement(s): [may include information already entered into SSATEXT].

Projected Enrollments

- For **all** Summer Term courses, be sure to enter the Projected Enrollment. In SSASECT Click on the Section Enrollment Information tab.
- Enter the maximum number of students you want to allow to register for this section in the **Maximum** field. ***If the maximum enrollment is left as zero, a room will *NOT* be assigned to the section. ***
- Enter the projected enrollment for this section. This number represents the number of students expected to enroll in the course and may be different from the maximum enrollment.

If you have any questions regarding the building of your Summer Term courses, please contact Summer49er@uncc.edu or 704-687-1283.
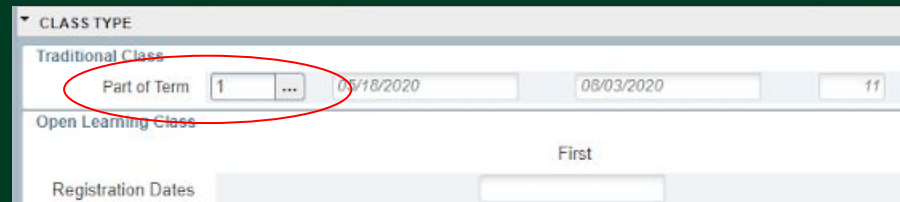
Courses With Dates within the Set Term Dates

If your department would like to offer courses that want to meet for 8 weeks (Summer Tri-quarter Term), the dates need to be adjusted for student scheduling needs.
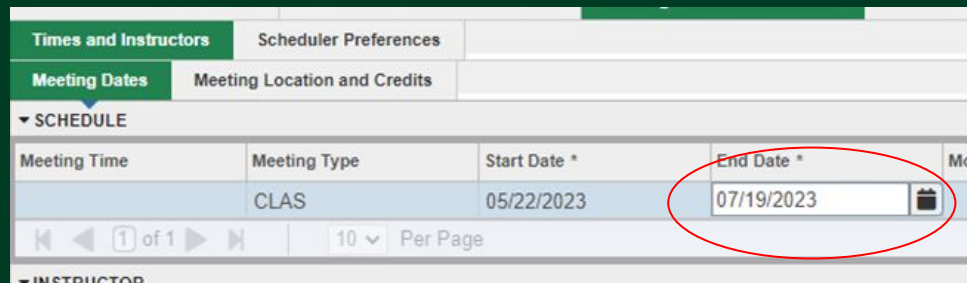
Tri-quarter (8-Week courses): A period of study of approximately 12 weeks during fall & spring and 8 weeks during the summer. Typically, each full term will have two tri-quarter terms.

- Summer Tri-quarter course curriculum and planning transfers easily to the Fall and Spring Half Term options, which are also 8 weeks.
- **First Tri-Quarter:** A period of study of approximately 8 weeks during the summer. This first tri-quarter aligns with the start of the full term, but ends ¾ into that term.
- **Second Tri-Quarter:** A period of study of approximately 8 weeks during the summer. This second tri-quarter starts ¼ into the full term, but ends at the same time as the full term.
- Summer Tri-quarter courses should be built within the Full Summer Term (Part of Term "1")
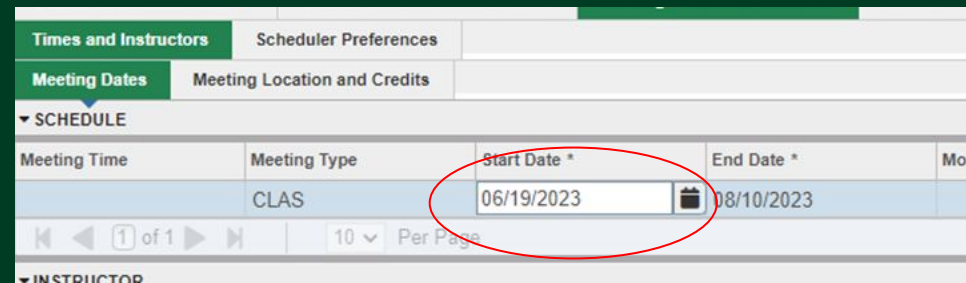

- When you navigate to the **Meeting Time and Instructor tab**, you will adjust the dates to accommodate the 8 weeks. Adjust the Start Date or End Date to accommodate 8 weeks that either start at the beginning of the full term or ¼ into the full term and ends on the last day of the full term.