

## **Course Scheduling Process**

The following documents represent stages of course scheduling at NCCC. For the summer and fall terms, planning begins in January when a timeline for schedule development is established by the Student Learning Division. Drafts of the schedule spreadsheet are sent out to course sponsors for their work. Deadlines for each stage are established. Course sponsors use the guide to help them along the way.

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## SLD Minutes

<https://neosho.zoom.us/j/97941571772>

January 19<sup>th</sup>, 2023

1:00 p.m. - 2:00 p.m.

The meeting was called to order at 1:00 p.m.

Attendance: Dr. Sarah Robb, Dr. Marie Gardner, Dr. Steve Yuza, Kevin Blackwell, Kerrie Coomes, Pam Covault, Steve Dowell, LuAnn Hauser, Todd Knispel, Laura Mallett, Tony Jacobson

### I. Approval of Agenda

On a motion from Dr. Yuza and seconded by Dr. Gardner the agenda was approved as amended.

### II. Approval of Minutes: The minutes from 12/8/22 and 1/5/23 have been approved electronically and have been posted to myNeosho.

### III. Information Items

#### a. High School Billing

There have been some complaints or concerns about incorrect billing that had gone out to high school students. This was discussed during the Senior Staff today (1/19). It was requested to add this item to the PUG agenda. PUG will be meeting on Monday (1/23). Dr. Gardner will be sending invitations to others that will be involved in this project. Sandi Solander will have individuals from the Business Office attending. This project is to help improve the billing process to reduce the number of incorrect statements that are sent out.

#### b. Drop List

Dr. Robb received the drop list today and has sent it out to SLD members. Financial Aid is still working through the list at this time. If you see any student on the list that you advise, please help if you are able. It is hoped to reduce the number of students that are dropped from classes. If a student is dropped from a class there is no guarantee that the student will be able to get back into the same class.

International students had been exempted from the drop list in the past. Those students are currently showing up on the drop list. Sarah Cadwallader will be informing these students that they will be dropped. Currently high school students and senior citizens are exempted from this list.

#### c. myPantherCLAW Student List Issue – Steve Dowell

Some students are not showing up. There are currently only about 500 students showing. There are some students that are enrolled that are not able to see their activity. There may be some lag in when updating the roster. As of last night (1/18) there were 1,387 students enrolled. Steve will be contacting IT to see if there is an issue with the script that is run to update this information.

### IV. Reports

#### a. Executive Report

There was no Executive Committee meeting this week.

#### b. Textbook Changes

The deadline for Summer/Fall book changes is March 15<sup>th</sup>.

V. Old Business

- a. On-going Projects in SLD or other groups – updates provided as available - Tabled
  1. Waitlisting- *subgroup formed, continue evaluation-Dr. Gardner*
  2. *Course Authorization*
  3. Adjunct Handbook-
- b. E-book fees – Dr. Robb

This was discussed in the Senior Staff meeting. Dr. Robb will be putting together a sub-committee to discuss this. A suggestion was made to create a new fee code for consumable items (codes) rather than include those costs as a course fee. This will not be adding a new fee to the course but will change how the fee is charged to the student. Currently students are able to opt out of the rental book fees by filling out a form with the Business Office. Likely students will be able to do this for the consumable code fee as well. It is hoped that this will provide a smoother experience for students. The conversation will be brought back to SLD and will be shared with the faculty. The Tuition & Fee schedule will be taken to the Board in March. Sandi is waiting on information from Great Western Dining before finalizing this.
- c. Gen. Ed. – Dr. Robb
  - i. The first meeting is scheduled Monday January 30<sup>th</sup> at 1:00 p.m.
- d. Carl Perkins Incentive Grant – Dr. Robb

Requests have been received for this. The items have been prioritized and the requestors have been informed.
- e. Polysynchronous – Dr. Robb

The Paralegal instructor has been having some issue with this. Dr. Gardner will be testing this function with the help of Ryan Rose. The upgrade may have caused issues. LuAnn will be running queries after the testing is done to help make sure everything is working properly.

VI. New Business

- a. AI Academic Honesty – Policy Update –Dr. Robb

This request has come from the latest Faculty Meeting. There have been some instructors that have experience possible situations where AI has been used to generate documents. There could be mechanisms already in place where an instructor can compare prior work to those suspect items. Dr. Robb will be working on evaluating the current policy to see what changes could be made to assist in this matter.
- b. Ruffalo Noel Levitz – Steve Dowell

The Ruffalo Noel Levitz survey will be administered this semester. It will be open from February 14<sup>th</sup> to March 10<sup>th</sup>. There are 10 questions that can be added to the survey by NCCC. The past questions added were evaluated for relevance. Replacement questions were also evaluated. The proposed replacement questions will be used in the upcoming survey.
- c. Finals Schedule – Dr. Robb

A request from the faculty has been made to post the finals schedule for the next term as well as having the current term posted. Drs. Robb and Gardner will be scheduling these dates and both the current and next term's finals dates will be posted on myNeosho. The schedules will be posted here when available:  
[https://web.neosho.edu/ICS/myResources/Finals\\_Schedule.jnz](https://web.neosho.edu/ICS/myResources/Finals_Schedule.jnz)

d. EAW Dates – Kerrie

The proposed EAW Dates are: February 14<sup>th</sup>, March 7<sup>th</sup>, and April 11<sup>th</sup>. The blank grades report is run the week before these dates. They are: February 6<sup>th</sup>, February 27<sup>th</sup>, and April 3<sup>rd</sup>. The 20<sup>th</sup> day is February 13<sup>th</sup> so there may be a number of blank grades for students that would be dropped per cert in that report.

On a motion from Dr. Yuza and seconded by Laura these dates were accepted.

e. Annual Assessment Meeting – Steve Dowell

The Annual Assessment Meeting was moved from May to January. This meeting was conducted via zoom. Adjunct attendance for this meeting was up from 26 to 42.

f. Summer/Fall Schedule Planning Dates – Dr. Robb

1. 02.6.2023 Lori sends out schedules to ID nums
2. 02.22.2023 Schedules back to Lori with exception of Online
3. 02.27.2023 Online schedules and Ottawa Room Assignments back to Lori
4. 03.01.2023 2nd round of schedules to ID nums
5. 03.07.2023 2nd round of schedules back to Lori
6. 03.08.2023 Course search activated on myNeosho
7. 03.08.2023 [Query for Data Verification](#)
8. 03.09-03.10 Schedule testing / [Verification Data back to Registration](#)
9. 03.21.2023 Enrollment: Stars
10. 03.22.2023 Enrollment: Sophomores & Honors
11. 03.23.2023 Enrollment: Currently enrolled & high school
12. 03.24.2023 Enrollment: Open enrollment for all

Please remember to copy everyone involved with the reports. Dr. Robb on all schedules and Dr. Gardner on all Ottawa and Online schedules. Please pay attention to all columns in the report sent out. This is a massive spreadsheet. If you have any questions or problems please let Dr. Robb know.

On a motion by Dr. Yuza and seconded by Kevin these dates were approved as amended.

VII. Around the Table- none

VIII. Adjournment

The meeting was adjourned at 2:16 p.m. The minutes were typed by Tony Jacobson.

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**From:** Lori Clements

**Sent:** Monday, February 6, 2023 8:32 AM

**To:** Ruthanne Benton; Kevin Blackwell; Jennifer Brown; Peggy Carman; Pamela Covault; Marie Gardner; Karah Kellogg; Brenda Krumm; Laura Mallett; Amber Vail; Kim M. Vanatta; Steve Yuza

**Cc:** Bookstore; Kerrie Coomes; Sarah Robb; Stephen E. Dowell

**Subject:** 2023-2024 Summer Course Schedule Round 1-DUE 2.22.23

Good morning all!

It's that time of year again where you all begin reviewing schedules for the upcoming Academic Year!!! I've attached the upcoming **2023-2024 Summer Schedules** for you to review & make necessary changes. Each ID Num Sponsor has a tab on the spreadsheet with his/her courses listed on that tab for review – if you don't see a tab with your name on the schedule, you don't have courses in that semester.

The main instructions haven't changed from the way we've handled schedules in the past. If you want to **DELETE** any courses in the schedule, please highlight those courses in **RED**. Any

**CORRECTIONS/CHANGES**, please **only highlight those changes** needing to be made in **YELLOW**. Any **NEW COURSES NEEDING TO BE ADDED TO THE SCHEDULE**, please **insert all necessary information into a new cell row** on the spreadsheet and highlight the entire row in **GREEN**.

Please keep in mind that J1 won't allow me to type over course numbers/section numbers – I have to delete the entire original course in the system & recreate it with the new number. You can't just highlight the course number/section number in **YELLOW** indicating a change (i.e. **ENGL 101-11/CURR 100/BIOL 203**) – you must highlight the original course number/section number **RED** and then create the new course/section in the spreadsheet & highlight it **GREEN**. Any course number/section number changes that are marked in **YELLOW** will not be made in EX. Here are some examples of how these changes need to be:

- The current section on the spreadsheet is *ENGL 101-16* but you'd like to change the section number so that the course is now *ENGL 101-11*. You'll need to highlight **ENGL 101-16** in **RED** & then put the new course **ENGL 101-11** into the spreadsheet highlighted **GREEN**.
- I only have one major request – ***Please download/save a copy of the attached spreadsheets and make changes directly on these spreadsheets before sending back to me – don't copy/paste the information in the spreadsheets into a different document/format before submitting.*** I will send back spreadsheets that have been changed from the format I've created & will ask that they be redone. Also, when you save the copy, please add your first name to the file name so that I know exactly who is sending submitting the spreadsheet. Please send these spreadsheets back to my email ([lclements@neosho.edu](mailto:lclements@neosho.edu)) and not the Registration email – with the volume of emails that come into the Registration box, emails that are meant specifically for me tend to get lost or overlooked.
- I've included the Bookstore Coordinator in this process so that she can double check the Book Rentals.
- I'd like for you to return these changes for **SU23 (2023/10)** to me by **Wednesday, February 22<sup>nd</sup>** so I can get them into system asap. Enrollment for these two semesters starts on **Tuesday, March 21<sup>st</sup>**.
- Thank you all very much for the time you put into this – as always, if you have questions/concerns please let me know & I'll be glad to help as best I can.

*Lori Clements*  
Registration Specialist











Table listing courses, sections, instructors, and students. Columns include course ID, course name, instructor, section ID, meeting times, location, and student name. The table contains multiple rows for each course section, with student names listed in the final columns.

Meets on 8/28, 9/11, 9/25, 10/9

Section only for students in MATH 111-11

# Schedule Spreadsheet – Course Sponsor Resource Guide

There is a lot of information associated with each of our courses. As a course sponsor, you will be responsible for completing a schedule spreadsheet (with lots of data) for each term. This spreadsheet will come to you from Registration and you will be on a timeline to complete and return it. It is important that all fields for each course are correct, because many other things depend on the data that you provide. This brief guide will help you along the way.

This guide provides information for all the columns on the scheduling spreadsheet. Those column headings that are shaded with grey are those items that you as a course sponsor should NOT change – the information there is for your reference only. ***The data you provide on this schedule spreadsheet must be accurate as it affects what students are charged and what funding we receive from the state.***

Column Heading	Information (Codes, Instructions, etc.)
Year Code	For registration, the academic year begins with the summer term. So use calendar year as of June 1 <sup>st</sup> . (Example: 6/1/22 – use 2022)
Term Code	10 = summer, 30 = fall, 45 = winter session, 50 = spring
ID Num Sponsor / Last, First Middle	That is you!
Institutional Division Code	LA = Liberal Arts AS = Applied Science NU = Nursing WH = Workforce Healthcare WT = Workforce Trade WO = Workforce Other
Section Schedule Sequence #	Most sections are 1 unless they are hybrid and/or have multiple start times. Then they have a second row and the sequence number is 2. This becomes important when completing the schedule details below.
Course	Includes Course Prefix and Course ID
Section	10's = Chanute On Campus Day Sections (Start Before 3:59pm) 20's = Chanute On Campus Evening Sections (Start at 4:00pm or later) 30's = Ottawa On Campus Day Sections (Start Before 3:59pm) 40's = Ottawa On Campus Evening Sections (Start at 4:00pm or later) 50's = Hybrid / Synchronous Sections 70's = Southern Outreach Sites (In-District Outreach) 80's = Northern Outreach Sites (Out-District Outreach) 90's = Online
Course Title	This title is typically abbreviated and matches what is displayed on the course search. This title needs to be <b>consistent</b> with the Catalog and from term to term.

Column Heading	Information (Codes, Instructions, etc.)
<b>Credit Hours</b>	<p>The number of credit hours must be accurate. Credit hours vary from 1 to 12, with 3 being the most common. Refer to the master syllabus online if there is a question.</p> <p><b>Length of the course must follow standard college policy,</b> minimum of 750 minutes per credit hour for lecture style courses (plus time for a substantial final), and 1,125-1,500 minutes for lab courses (plus time for a substantial final). See modality definitions (appendix) for hybrid, virtual and online courses.</p>
<b>Credit Type Code</b> <i>This is a course level code, not adjustable for individual sections.</i>	LT = Letter Grade PN = Pass / No Pass RM= Remedial
<b>Course Capacity</b>	Number of students eligible to enroll in the section per the location.
<b>Course Location Code</b>	BALDW = Baldwin CHAN = Chanute Campus CHOFF = Chanute Off-campus ERIE = Erie GARNE = Garnett HYB-C = Hybrid-Chanute Area (reduced seat time) HYB-O = Hybrid-Ottawa Area (reduced seat time) LAWR = Lawrence LHRP = LaHarpe ONL = Online OTTAW = Ottawa Campus OTTOF = Ottawa Off-campus POM = Pomona RICH = Richmond STP = St. Paul VIR = Virtual Class (virtual with no reduced seat time) VIRHY = Virtual Hybrid Class (virtual with reduced seat time) WELLS = Wellsville YC = Yates Center
<b>Sub Term Code</b>	Leave Blank if the course meets for the entire term. <b>Summer</b> N1 = first 4 weeks N2 = second 4 weeks M1 = May Intersession M = mini term (one that doesn't fit the other categories) <b>Fall</b> 1A = first 8 week 1B = last 8 week term 1C = 12 week 1D = middle 8 week A1 =August Intersession M = mini term (one that doesn't fit the other categories)

Column Heading	Information (Codes, Instructions, etc.)
	<p><b>Spring</b>            2A = first 8 week            2B = last 8 week            2C = 12 week            2D = middle 8 week            M = mini term (one that doesn't fit the other categories)</p>
<b>Dates (begin, cert, end)</b>	<p>Please note the certification (cert) date is provided for you. You will need to make sure your instructor completes the certification process!</p>
<b>Lead Instructor Info (ID, Name)</b>	<p>This is the lead instructor's name.</p>
<b>Times / Days</b>	<p>Please ensure that you are meeting the expectation of the credit hour – that is 750 minutes per credit hour prior to a final. Various modalities may reduce seat time; however, there is always an expectation to meet the equivalent of the credit hour definition.</p>
<p><b>Schedule Location Code</b></p> <p><i>This information shows on myNeosho (campus and course search).</i></p>	<p>This will match the course location code unless the section is a hybrid.</p> <p>In the case of a hybrid, there will be two rows in the spreadsheet. The first row should have the online / hybrid information and the second row should have the meeting time and location information.</p> <p>BALDW = Baldwin            CHAN = Chanute Campus            CHOFF = Chanute Off-campus            ERIE = Erie            GARNE = Garnett            LAWR = Lawrence            LHRP = LaHarpe            ONL = Online            OTTAW = Ottawa Campus            OTTOF = Ottawa Off-campus            POM = Pomona            RICH = Richmond            STP = St. Paul            TBA = To Be Announced            WELLS = Wellsville            YC = Yates Center</p>
<p><b>Days Time Override</b>  <b>All online and hybrid courses should have a days override code.</b></p> <p><i>When a days override code is used, the dates and times for that schedule master will not display on</i></p>	<p>HY – Hybrid Course            OL – Online Course            VC – Virtual Course            VH – Virtual Hybrid Course            TB – To Be Announced</p>

Column Heading	Information (Codes, Instructions, etc.)
<p><i>the course search. It is important that the days override be on the same schedule row as the online or hybrid information. (see appendix for screenshots)</i></p>	<p>10 – By Arrangement (only use when an instructor will set up individual schedule(s) for students, a contract with the instructor is required)</p>
<p><b>Building Code / Building Description</b></p> <p><i>These codes should only be used with the appropriate location code. For example, please don't choose CHOFF (Chanute Off Campus) as your location code and use LOGAN as your building code – they don't match. Refer to the appendix for an easy reference to pair buildings with their locations.</i></p>	<p>BWHS = Baldwin High School  CAVE = Cntr for Voc and Acc Excell  CLC = Chapman Learning Center  ROWL = Rowland Hall  SAND = Sanders Hall  SCTR = Student Union / Student Center  STOL = Stoltz Hall  WELL = Wellness Center  CHS = Chanute High School  CRC = Chanute Recreation Center  ESC = Erie Senior Center  RMS = Royster Middle School  EHS = Erie High School  AJSHS = Anderson County Junior Senior High School  EKRTC = Eastern Kansas Rural Technology Center  LCCC = Lawrence College &amp; Career Center  RRTC = Regional Rural Technical Center  MNEO = myNeosho  ZOOM = Zoom  LOGAN = Logan Campus – Ottawa  OHS = Ottawa High School  WFHS = West Franklin High School  CHHS = Central Heights High School  STPHS = St Paul High School  WHS = Wellsville High School  YCHS = Yates Center High School  MCTC = Mitchell Career &amp; Technology Center</p>
<p><b>Room Code</b></p>	<p>You will also need to assign a room – please refer to the appendix for a complete listing by building. Please note some locations do not refer to a specific room. For example, courses offered at high schools do not get an assigned room number.</p> <p>When assigning rooms, occasionally there is a conflict. On the Chanute campus, the President's administrative assistant will email course sponsors when that occurs. On the Ottawa campus, the Dean for the Ottawa and Online Campuses finalizes room assignments for common spaces and program directors finalize schedules for program-defined space.</p>

Column Heading	Information (Codes, Instructions, etc.)
<p><b>CN / C3</b></p> <p><i>Formal agreement with USD's defines scholarship eligibility potential.</i></p>	<p>CN = College Now Sections (CHS sections) C3 = C3 Sections (OHS sections)</p>
<p><b>Project Code SHSI / NHSI / HSOV</b></p> <p><i>Formal agreement with USD's defines scholarship eligibility potential.</i></p>	<p><b>SHSI</b> = Southern High School Initiative Sections (Chanute campus specific sections) <b>NHSI</b> = Northern High School Initiative Sections (Ottawa campus sections, including hybrids during a normal HS day at the Logan campus, Academic, excluding FYS and DEV, including Vocational non-tiered) <b>HSOV</b> = High School Online and Virtual Sections, as authorized by the Vice President for Student Learning. HSOV applies to distance education classes that a high school student could enroll in and are not covered by Excel in CTE (Academic non-developmental and Vocational non-tiered).</p>
<p><b>CEP / Concurrent Course</b> <i>CEP = Concurrent Enrollment Partnership</i></p> <p><i>REG SIDE NOTE: Drop Down in USER window – use concurrent-HS</i></p>	<p>CC = if section is taught <u>at the high school, during the school day, by a high school faculty member</u> Leave Blank otherwise</p>
<p><b>Delivery Mode</b></p> <p><i>All online, virtual, and virtual hybrid courses are distance education. Hybrid courses that have a reduced seat time of at least 75% are also distance education. Use TLEC and TOTH for distance education courses only.</i></p>	<p>LEC = Lecture LCLB = Lecture / Lab LAB = Laboratory STUD = Studio IND = Individual Instruction CLIN = Clinical INT = Internship TLEC = Telecommunications Lecture Delivered over Distance TOTH = Telecommunications Other (Non-Lecture) OTH = Other than the choices listed (This would need to be approved by VPSL if used.)</p>
<p><b>Tech Type</b></p> <p><b><i>Distance Education Courses ONLY.</i></b> <i>IF the Delivery Mode = TLEC or TOTH, select the Technology Type, Leave Blank Otherwise.</i></p>	<p>TWO = Two Way Real-Time Communications WEB = Primarily Taught via Internet or Intranet-Based Sites OTH = Other Telecommunications Methods</p>
<p><b>Distance Education</b></p>	<p>Y = Yes N = No <i>All online, virtual (Days Time Override: VC), and virtual hybrid (Days Time Override: VH) courses are distance education.</i></p>



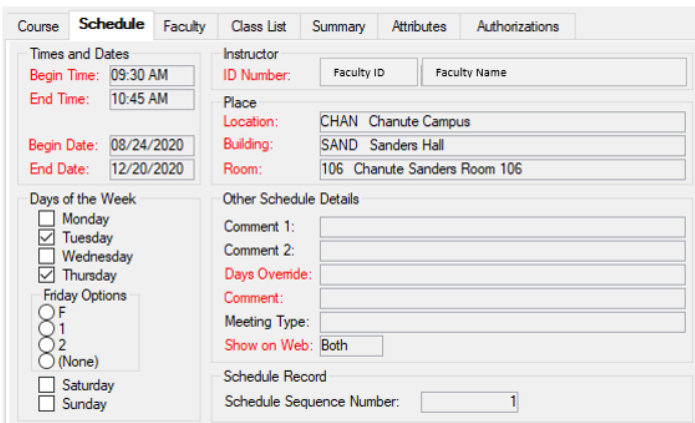
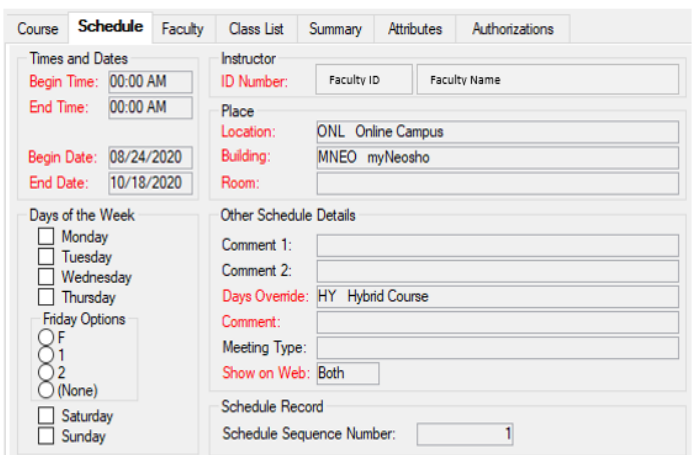
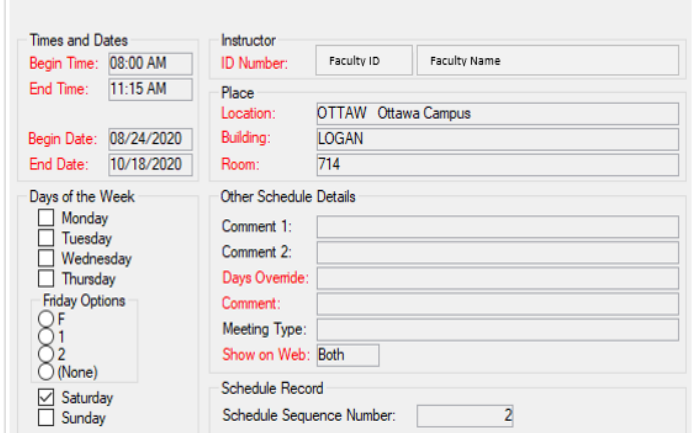
Column Heading	Information (Codes, Instructions, etc.)
	<i>Hybrid courses that have a reduced seat time of at least 75% are also distance education.</i>
<b>Test Fee (TF)</b>	If the course has an associated test that the college purchases on behalf of the student and a fee is assessed per student, please put that amount here. Typically, these are associated with Certification Exams.
<b>Science Lab Maintenance Fee (SL)</b> <i>Notes: Udef 7 2 4 SL = Fund 8 Nursing Lab Fee (NL) NL = Fund 2</i>	If the course is taught in <u>any</u> lab, there is usually a \$10 fee connected for upkeep of labs.
<b>Reserve Course Fee (RF)</b> <i>Notes: Udef 7 2 3 Fund 2 Sim Lab Reserve (RF)</i>	This is generally used in Nursing – fees varied.
<b>Course Fee</b> <i>Academic – Fund 11 (CF) Vocational – Fund 12 (VF)</i>	If the course has additional costs for consumable supplies, course fees are included here. Fees vary.
<b>Book Rental</b>	Verify that the section requires a book rental. If so, multiply the current book rental fee by the credit hours of the course. The current rental fee is \$17/credit hour.
<b>Digital Content Fee</b>	If the course has access to digital content through a third party (and not a code picked up at the bookstore) the fee should be included here. The fee will vary depending on the contract with the third party.
<b>Incidental Fee</b>	CHO = Sections in the 10's and 20's (Chanute On Campus) CHF = Sections in the 70's (Chanute Area Off Campus) OTT = Sections in the 30's and 40's (Ottawa On Campus) OTO = Sections in the 80's (Ottawa Area Off Campus) ONL = Sections in the 90's and Sections in the 50's will <i>ONLY</i> have the ONL code if there is reduced seat time and the reduction is greater than 75%. Sections in the 50's that are hybrid (not distance ed) where reduction is less than 75%, use the location of the course itself. Sections in the 50's that are virtual or virtual hybrid for now, please use the CHO code.
<b>Section Note</b>	This note is applicable when you have notes that you would like to be displayed in myNeosho. Current usage includes notes about specific requirements and / or meeting days and times.
<b>Academic / Vocational</b>	In general, Vocational courses are CTE (Career and Technical Education Courses) and are classified as “Tiered” by the state. Academic Courses are typically general education courses that are classified as non-tiered by the state. There are exceptions. This is an internal code that does not impact state funding.
<b>Tier / Non-Tier</b>	Tiered Courses are defined by KBOR and are typically those courses we define as CTE (Career and Technical Education courses) – if you need to know if a course is Tiered, please

<b>Column Heading</b>	<b>Information (Codes, Instructions, etc.)</b>
	contact the Vice President for Student Learning’s office or the Dean for Outreach and Workforce Development. This is an important external classification that DOES impact state funding. Refer to KBOR Course Inventory, which is also maintained in Catalog on J1 (Jenzabar – SIS).

# Appendix

# J1 and myNeosho Schedule Screen Shots

The following table cross-references information from J1 and how it displays on myNeosho.

Face-to-Face Sections	
	<p>TR 9:30 AM-10:45 AM; Chanute Campus, Sanders Hall, Chanute Sanders Room 106</p>
Hybrid Sections	
	<p>Hybrid Course; Online Campus, myNeosho S 8:00 AM-11:15 AM; Ottawa Campus, Logan Campus - Ottawa, Classroom</p>
	

## Virtual Sections

Course	Schedule	Faculty	Class List	Summary	Attributes	Authorizations
<b>Times and Dates</b> Begin Time: 00:00 AM End Time: 00:00 AM  Begin Date: 06/01/2020 End Date: 07/26/2020		<b>Instructor</b> ID Number: Faculty ID Faculty Name		<b>Place</b> Location: ONL Online Campus Building: ZOOM Zoom Room:		
<b>Days of the Week</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday Friday Options <input type="radio"/> F <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> (None) <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		<b>Other Schedule Details</b> Comment 1: Comment 2: Days Override: VC Virtual Course Comment: Meeting Type: Show on Web: Both				
<b>Times and Dates</b> Begin Time: 01:30 PM End Time: 04:00 PM  Begin Date: 06/01/2020 End Date: 07/26/2020		<b>Instructor</b> ID Number: Faculty ID Faculty Name		<b>Place</b> Location: Building: Room:		
<b>Days of the Week</b> <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday Friday Options <input type="radio"/> F <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> (None) <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		<b>Other Schedule Details</b> Comment 1: Comment 2: Days Override: Comment: Meeting Type: Show on Web: Both				
		<b>Schedule Record</b> Schedule Sequence Number: 1				
		<b>Schedule Record</b> Schedule Sequence Number: 2				

Virtual Course; Online Campus, Zoom  
 MW 1:30 PM-4:00 PM;

## Online Sections

Course	Schedule	Faculty	Class List	Summary	Attributes	Authorizations
<b>Times and Dates</b> Begin Time: 12:00 AM End Time: 12:01 AM  Begin Date: 06/01/2020 End Date: 07/26/2020		<b>Instructor</b> ID Number: Faculty ID Faculty Name		<b>Place</b> Location: ONL Online Campus Building: MNEO myNeosho Room:		
<b>Days of the Week</b> <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday Friday Options <input type="radio"/> F <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> (None) <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		<b>Other Schedule Details</b> Comment 1: Comment 2: Days Override: OL Online Course Comment: Meeting Type: Show on Web: Both				
		<b>Schedule Record</b> Schedule Sequence Number: 1				

Online Course; Online Campus, myNeosho

<b>Building Codes by Location</b>			
<b>Location Code</b>	<b>Location Description</b>	<b>Building Code</b>	<b>Building Description</b>
BALDW	Baldwin	BWHS	Baldwin High School
CHAN	Chanute Campus	CAVE	Cntr for Voc and Acc Excell
CHAN	Chanute Campus	CLC	Chapman Learning Center
CHAN	Chanute Campus	ROWL	Rowland Hall
CHAN	Chanute Campus	SAND	Sanders Hall
CHAN	Chanute Campus	SCTR	Student Union
CHAN	Chanute Campus	STOL	Stoltz Hall
CHAN	Chanute Campus	WELL	Wellness Center
CHAN	Chanute Campus	NCCTC	Neosho County Career & Technology Center
CHOFF	Chanute Off Campus	CHS	Chanute High School
CHOFF	Chanute Off Campus	CRC	Chanute Recreation Center
CHOFF	Chanute Off Campus	RLTC	Ross Lane Training Center
CHOFF	Chanute Off Campus	RMS	Royster Middle School
ERIE	Erie	EHS	Erie High School
GARNE	Garnett	AJSHS	Anderson County Junior Senior High School
GARNE	Garnett	EKRTC	Eastern Kansas Rural Technology Center
LAWR	Lawrence	LCCC	Lawrence College & Career Center
LHRP	LaHarpe	RRTC	Regional Rural Technical Center
ONL	Online Campus	MNEO	myNeosho
ONL	Online Campus	ZOOM	Zoom
OTTAW	Ottawa Campus	LOGAN	Logan Campus - Ottawa
OTTOF	Ottawa Off Campus	OHS	Ottawa High School
POM	Pomona	WFHS	West Franklin High School
RICH	Richmond	CHHS	Central Heights High School
STP	St Paul	STPHS	St Paul High School
WELLS	Wellsville	WHS	Wellsville High School
YC	Yates Center	YCHS	Yates Center High School

Room Codes by Building							
Chanute Campus			Ottawa Campus				
CAVE	Cntr for Voc and Acc Excell		SAND	Sanders Hall		LOGAN	Logan Campus - Ottawa
401	Chanute CAVE Room 401		102	Chanute Sanders Room 102		122	122 Surgical Tech
402	Chanute CAVE Room 402		103	Chanute Sanders Room 103		126	126 Occupational Therapy
403	Chanute CAVE Room 403		105	Chanute Sanders Room 105		201	201 Large Classroom
404	Chanute CAVE Room 404		106	Chanute Sanders Room 106		202	202 Large Classroom
<b>CLC</b>	<b>Chapman Learning Center</b>		MR	Chanute Sanders Music Room		206	206 Science Lab
450	Classroom - Computer Lab		AUD	Chanute Sanders Auditorium		209	209 Science Lab
<b>ROWL</b>	<b>Rowland Hall</b>		DSRM	Chanute Sanders Dressing Room		601	601 Auditorium
303	Chanute Rowland Room 303		<b>STOL</b>	<b>Stoltz Hall</b>		605	605 Small Cmptr Lab
305	Chanute Rowland Room 305		1	Chanute Stoltz Room 1		701	701 Computer Lab
309	Chanute Rowland Room 309		2	Chanute Stoltz Room 2		702	702 Computer Lab
319	Chanute Rowland Room 319		3	Chanute Stoltz Room 3		703	703 Classroom
320	Chanute Rowland Room 320		4	Chanute Stoltz Room 4		704	704 Classroom
338	Chanute Rowland Room 338		5	Chanute Stoltz Room 5		705	705 Classroom
333	Chanute Rowland Room 333		6	Chanute Stoltz Room 6		706	706 Classroom
350	Chanute Rowland Room 350		7	Chanute Stoltz Room 7		707	707 Classroom
360	Chanute Rowland Room 360		9	Chanute Stoltz Room 9		708	708 Classroom
<b>SCTR</b>	<b>Student Union</b>		10	Chanute Stoltz Room 10		711	711 Classroom
209	Chanute Student Union Room 209		11	Chanute Stoltz Room 11		712	712 Classroom
213	Chanute Student Union Room 213		12	Chanute Stoltz Room 12		713	713 Classroom
<b>WELL</b>	<b>Wellness Center</b>		LH	Chanute Stoltz Lecture Hall		714	714 Classroom
WC	Chanute Wellness Center		C	Cadaver Lab		715	715 Classroom
<b>NCCTC</b>	<b>Neosho County Career &amp; Technology Center</b>						
1	NCCTC Room 1						
2	NCCTC Room 2						
6	NCCTC Room 6						



# Course Modalities



## FACE-TO-FACE (F2F)

Face-to-face classes meet in the traditional classroom environment. Typically, F2F classes meet for 100% of the required seat time per credit hour. Every class at NCCC has a web-enhanced component because of the requirements for posting attendance and grades through myNeosho.

## ONLINE

Online classes will be conducted 100% in the online environment. Instructors may require proctored exams, but students shall have no physical location requirements placed upon them (this allows students from other states / overseas to enroll). Orientation sessions may be held, but must provide a virtual option.

## HYBRID

Hybrid classes combine distance technologies with a traditional face-to-face setting and also have a reduction of seat time. This reduction of seat time may range from 1%-99%.

## VIRTUAL HYBRID

Virtual hybrid classes are those that utilize a synchronous virtual classroom and also have a reduction of seat time.

## VIRTUAL

Virtual classes are those that utilize a synchronous virtual classroom with a separation of space between the students and instructor.