Campus Solutions Faculty Guide Section 4 – Class Search/Browse Catalog

Updates

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<tr>
<td>12/06/13</td>
<td>Updated link to General Education Requirements as well as table values.</td>
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<td>02/10/14</td>
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4.0 Class Search/Browse Catalog

4.1 Class Search

The Class Search option permits you to access information about the Schedule of Classes. The Schedule of Classes is specific to a given term.

Navigation: Main Menu > Campus Solutions > Self Service > Class Search

Follow the navigation path of your choice listed above to access the Class Search page.
Steps for Using Search for Classes:

You must enter criteria into at least 2 fields on the Search for Classes page. Make use of the dropdown menus, if need be.

1. If the **Institution** does not default in on the Search for Classes page, select *Central Washington University* from the dropdown menu in the **Institution** field.

2. If the **Term** does not default in on the Search for Classes page, select the appropriate term from the dropdown menu in the **Term** field.

3. If you would like to search for all classes offered in a particular subject area, enter the subject area into the **Course Subject** field and the campus into the **Campus** field. Doing so may give a warning, as in the screen shot below:

   ![Specify additional selection criteria to narrow your search.]

   If you receive the above warning, you must specify additional criteria in the search fields in order to narrow your search.

4. If you choose to use either the **Course Number** or **Instructor Last Name** search fields, note that you do not need to know the exact information. You may make use of the dropdown menu for either field to allow partial information on which to base your search.

5. The Search for Classes page defaults to having the checkbox for **Show Open Classes Only** checked. If you simply wish to view the classes offered for the term selected, regardless of their status, then uncheck the checkbox.

6. **Campus** is a required field. This will likely default in with the **Campus** that applies to you. If not, you will need to select it from the **Campus** dropdown menu.

7. Use the **Minimum Units** and/or **Maximum Units** fields to search for a class based on a minimum or maximum number of Units.

8. Use the **Course Component** field to search for a class based on the type of class it is (i.e. Lecture, Lab, etc.).

9. Use the **Mode of Instruction** field to search for a class based on the way it is being taught (i.e. In Person, World Wide Web, etc.).

10. Use the **Gen Ed Requirement** field to search for a class that meets a specific Gen Ed Requirement or any Gen Ed Requirement.

11. To clear your search criteria and start over again, click the **Clear Criteria** button. Return to the directions under Steps for Using Search for Classes above.

12. To search for web classes only, click the **Search Web Classes Only** button at the bottom of the page. To view classes with reserved seating through one of the CWU-centers, you may want to use the **Reserve by Campus** field in conjunction with this button. Then follow the rest of the directions in this section of this document as well as section 4.1.1 to see how to locate the number of reserved seats, etc., under the **Class Availability** header of the Class Detail page.

13. If you aren’t searching for web classes only, click the **Search** button at the bottom of the page to carry out your search.
Tips for Viewing the Class Search Results Page:

1. The **Class Search Results** page will display all classes that meet your search criteria.

2. To search for a different class, click the **START A NEW SEARCH** button at the top or bottom of the page. Return to the directions under **Steps for Using Search for Classes** above.

3. If there are fees associated with the class, the fee information will display in red in the right-hand side of the field. See the fee explanation in the screen shot above.

4. If you see the **icon, the class has pre-requisites and/or a consent requirement.

If the class is a **Cross-Listed Course**, you will see a **Combined Section** link.

If either of these two situations exists, or if you simply want more details about a particular class section, click on either the link for the class **Section** or the **Combined Section** link. The **Class Detail** page will display. Refer to the directions in section 4.1.1 below.
4.1.1 **Class Detail Page (through Schedule of Classes)**

**Search for Classes**

**Class Detail**

**EDCS 316 - A01  Educational Technology**

Central Washington University | Spring 2012 | Lecture

- **Status**: Closed
- **Career**: Undergraduate
- **Dates**: 3/27/2012 - 6/1/2012
- **Grading**: Graded
- **Location**: Off Campus
- **Components**: Lecture, Required

**Meeting Information**

- **Days & Times**: TBA
- **Room**: Online
- **Instructor**: Catherine Bertelson
- **Meeting Dates**: 03/27/2012 - 06/01/2012

**Enrollment Information**

- **Enrollment Requirements**: Prerequisite: PSY 314, EDF 301 or EDF 301A, and admission to the Teacher Certification Program.
- **Class Attributes**: Primary Department for Cross Listed Course

**Class Availability**

- **Combined Section Capacity**: 24
- **Maximum Reserved Seats**: 25
- **Reserved Seats Enrolled**: 0
- **Wait List Capacity**: 99
- **Wait List Total**: 0
- **Non-Reserved Seats Available**: 0
- **Reserved seats Available**: 0

**Combined Section**

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<tr>
<th>View Details</th>
<th>Description</th>
<th>Status</th>
<th>Enrl Tot</th>
<th>Wait Tot</th>
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<tr>
<td>BSED 216-A01 LEC (20143)</td>
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</table>

**Description**

CS 101 or IT 101 recommended prior to enrollment. Students will explore a variety of concepts and resources related to the appropriate and effective integration of technology/media in school settings. BSED 316 and EDCS 316 are cross-listed courses, students may not receive credit for both.

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)
Tips for Viewing the Class Detail Page:

1. Under the **Class Details** title bar some basic data appears:
   - **Status** *(Open or Closed)*
   - **Class Number** *(necessary for students to register)*
   - **Session**
   - number of credits *(Units)*
   - how the class is being taught *(Instruction Mode)* – i.e. *In Person, World Wide Web*, etc.
   - type of class it is *(Class Components)* – i.e. *Lecture, Lab, etc.*
   - **Career** *(Undergraduate, Graduate, or Post-Baccalaureate)*
   - **Dates** of the term
   - **Grading basis** (i.e. *Graded, Satisfactory/Unsatisfactory*, etc.)
   - **Location** of the class
   - **Campus** that is offering the class

2. Under the **Meeting Information** title bar:
   - **Days & Times** of the class
   - **Room**
   - **Instructor**
   - **Meeting Dates** *(listed as ending the Friday before Finals week)*

3. Under the **Enrollment Information** title bar:
   - **Enrollment Requirements**, if any *(i.e. pre-requisites, co-requisites, admittance into a Program, etc.)*
   - **Requirement Designation**, if any *(Does it meet a Gen Ed requirement?)*
   - **Class Attributes**, if any

4. Under the **Class Availability** title bar:
   - **Class Capacity** *(or Combined Section Capacity if the class is a Combined Section).*
   - **Enrollment Total**
   - **Non-Reserved Seats Available**
   - **Maximum Reserved Seats**
   - **Reserved Seats Enrolled**
   - **Reserved Seats Available**
   - **Wait List Capacity**
   - **Wait List Total**
   - **Wait List seats Available**

5. If the class is a **Combined Section**, there will be a **Combined Section** title bar that displays on the **Class Detail** page as well:
   - **View Details** *(listing each of the Combined Sections)*
   - short **Description**
   - **Status** of each of the Combined Sections *(Open or Closed)*
   - Enrollment total *(Enrl Tot)* for each of the Combined Sections
   - Wait List total *(Wait Tot)* for each of the Combined Sections
6. Under the **Description** title bar you will find a long description of the class.

7. Under the **Textbook/Other Materials** title bar you will find the required textbooks and other materials for the class.

8. When finished with the **Class Detail** page, click the button at the top or bottom of the page to return to the **Class Search Results** page. Return to the directions under **Tips for Viewing the Class Search Results Page** in section 4.1 above.

### 4.2 Browse Course Catalog

The Browse Course Catalog option permits you to access information about the Course Catalog. The Catalog lists all courses ever taught. It also contains descriptions of the courses, including any pre-requisites and restrictions (i.e. classes restricted to seniors, or specific majors, or which must be taken simultaneously with another class). Safari does check all classes for requisites and restrictions.

**Navigation:**  **Main Menu > Campus Solutions > Self Service > Browse Course Catalog**

Follow the navigation path listed above to access the **Browse Course Catalog** page.
**Tips for Working with the Browse Course Catalog Page:**

1. When the **Browse Course Catalog** page first opens, it displays subject areas in alphabetical order, beginning with "A," in their collapsed view. To view subject areas that begin with a different letter, click the letter in the box at the top of the page.

2. To view the on-line Course Catalog offered through the Registrar's web page, click on the **Take Me to CWU Course Catalogs** link.

3. To expand all subject areas to view the courses offered in them, click the **EXPAND ALL** button at the top or bottom of the page. To collapse all subject areas back down, click the **COLLAPSE ALL** button at the top or bottom of the page.

4. To expand a particular subject area to view the courses offered in it, click on the link for the subject area.
5. In the screen shot above, the subject area EDCS – Education: Curriculum & Super was expanded.

6. To view the Course Catalog Description of a course, or to learn about the sections offered, click on either the link for the course in the Course Title column or the link for the Course Nbr. The Course Detail page displays. Refer to the directions in section 4.2.1 below.

**4.2.1 Course Detail Page**

The Course Detail page provides detailed information about the course you chose.
Tips for Viewing the Course Detail Page:

1. The **Course Detail** page displays information under two or three main categories:
   - **Course Detail**
     - **Career** – Undergraduate, Post Baccalaureate or Graduate
     - **Units** – shows the number of Units the class is worth
     - **Grading Basis** – shows the course **Grading Basis**. Common displays include Crd/No Crd, Graded, and Sat/Unsat. The Grading Basis will be **Graded** if the course is a General Education or Education course in the Professional Sequence.
     - **Course Components** – corresponds to the course type according to the guidelines established in the curriculum policy manual. For example: Lecture, Lab, Lecture and Practice, Activity, etc.
     - **Academic Group** – is equivalent to the College offering the course
     - **Academic Organization** – designates the academic department that owns the subject. If the course is an International Program course, the Academic Organization will display as INTLPROG. Some Academic Organizations may end with PROG rather than DEPT.
   - **Enrollment Information** – details any Gen Ed Requirements (Requirement Designation) that the course might meet; any prerequisites, co-requisites or other criteria (i.e. for majors only) required for the course (Enrollment Requirement) and any Course Attributes of the course (i.e. Concurrent enrollment required, Additional fees required, etc.). If none of these apply to the course, the **Enrollment Information** section will not display.
   - **Description** – provides the **Course Catalog** description

2. Notice that the **Course Detail** page provides the option to view class sections. If you would like to view the class sections for this course, click the **view class sections** button. You will notice the **Course Schedule** information, including class sections, display at the bottom of the **Course Detail** page. Refer to the screen shot below and directions that follow under **Tips for Working with the Course Schedule Information**.

3. When finished with the **Course Detail** page, click on the **Return to Browse Course Catalog** link at the top or bottom of the page to return to the **Browse Course Catalog** page. Return to the directions under **Tips for Working with the Browse Course Catalog Page** in section 4.2 above.
Tips for Working with the Course Schedule Information:

1. The **Course Schedule** information will display the class sections of the course for a term at the bottom of the **Course Detail** page.

2. You may need to click the left and right arrows or the **View All** link in the footer below the class sections to view additional **Class Sections** associated with the class. You will know there is additional information to view if the left and right arrows are active and the numbering between them says something other than 1 of 1, 1-4 of 4, etc. (i.e. 1-5 of 6, etc.).

3. Other options available with the **Course Schedule** information include the following:
   - Select a different term for which to view class sections by clicking the dropdown arrow for **Terms Offered** and choosing a different term. Then click the **Show Sections** button. You will notice that the sections listed at the bottom of the page will now be for the new term you selected.
   - View additional details about one of the class sections by clicking on the link for the section number or the **Combined** section link. Refer to the directions in section **4.2.1.1** below.

4. Make note of the **Status** of each of the class sections.

5. When finished with the **Course Schedule** information on the **Course Detail** page, click on the **Return to Browse Course Catalog** link at the top or bottom of the page to return to the **Browse Course Catalog** page. Return to the directions under **Tips for Working with the Browse Course Catalog Page** in section **4.2** above.
### 4.2.1.1 Class Detail Page (through Course Catalog)

#### Class Detail

**Course:** EDCS 316 - 001  Educational Technology  
**Institution:** Central Washington University  
**Term:** Fall 2011  
**Type:** Lecture

#### Class Details
- **Status:** Closed  
- **Class Number:** 90962  
- **Session:** Regular Academic Session  
- **Units:** 3 units  
- **Class Components:** Lecture, Required

#### Meeting Information
- **Days & Times:** MoWe 1:00PM - 2:20PM  
- **Room:** Black Hall 227 Lab  
- **Instructor:** Catherine Bertelson  
- **Meeting Dates:** 09/21/2011 - 12/02/2011

#### Enrollment Information
- **Enrollment Requirements:** Prerequisites: PSY 314, EDF 301 or EDF 301A, and admission to the Teacher Certification Program.
- **Class Attributes:** Primary Department for Cross Listed Course

#### Class Availability

<table>
<thead>
<tr>
<th>Combined Section Capacity</th>
<th>Maximum Reserved Seats</th>
<th>Wait List Capacity</th>
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<th>15</th>
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<tr>
<td>Enrollment Total</td>
<td>Reserved Seats Enrolled</td>
<td>Wait List Total</td>
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<td>0</td>
</tr>
<tr>
<td>Non-Reserved Seats Available</td>
<td>Reserved Seats Available</td>
<td>Wait List Available</td>
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<td>15</td>
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</table>

#### Combined Section

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<th>Description</th>
<th>Status</th>
<th>Enrl Tot</th>
<th>Wait Tot</th>
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<td>Educational Technology</td>
<td>Closed</td>
<td>24</td>
<td>0</td>
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</table>

#### Description

CS 101 or IT 101 recommended prior to enrollment. Students will explore a variety of concepts and resources related to the appropriate and effective integration of technology/media in school settings. BSED 318 and EDCS 316 are cross-listed courses, students may not receive credit for both.

#### Textbook/Other Materials

Textbooks to be determined

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*Return to Browse Course Catalog*
Tips for Viewing the Class Detail Page:

1. Under the [Class Details] title bar some basic data appears:
   - **Status** *(Open or Closed)*
   - **Class Number** *(necessary for students to register)*
   - **Session**
   - number of credits *(Units)*
   - how the class is being taught *(Instruction Mode* – i.e. *In Person, World Wide Web*, etc.)*
   - type of class it is *(Class Components* – i.e. *Lecture, Lab, etc.*)
   - **Career** *(Undergraduate, Graduate, or Post-Baccalaureate)*
   - **Dates** of the term
   - **Grading basis** *(i.e. Graded, Satisfactory/Unsatisfactory, etc.)*
   - **Location** of the class
   - **Campus** that is offering the class

2. Under the [Meeting Information] title bar:
   - **Days & Times** of the class
   - **Room**
   - **Instructor**
   - **Meeting Dates** *(listed as ending the Friday before Finals week)*

3. Under the [Enrollment Information] title bar:
   - **Enrollment Requirements**, if any *(i.e. pre-requisites, co-requisites, admittance into a Program, etc.)*
   - **Requirement Designation**, if any *(Does it meet a Gen Ed requirement?)*
   - **Class Attributes**, if any

4. Under the [Class Availability] title bar:
   - **Class Capacity** *(or Combined Section Capacity if the class is a Combined Section).*
   - **Enrollment Total**
   - **Non-Reserved Seats Available**
   - **Maximum Reserved Seats**
   - **Reserved Seats Enrolled**
   - **Reserved Seats Available**
   - **Wait List Capacity**
   - **Wait List Total**
   - **Wait List seats Available**
5. If the class is a Combined Section, there will be a Combined Section title bar that displays on the Class Detail page as well:
   - View Details (listing each of the Combined Sections)
   - short Description
   - Status of each of the Combined Sections (Open or Closed)
   - Enrollment total (Enrl Tot) for each of the Combined Sections
   - Wait List total (Wait Tot) for each of the Combined Sections

6. Under the Description title bar you will find a long description of the class.

7. Under the Textbook/Other Materials title bar you will find the required textbooks and other materials for the class.

8. When finished with the Class Detail page, click on the Return to Browse Course Catalog link at the top or bottom of the page to return to the Course Detail page. Return to the directions under Tips for Viewing the Course Detail Page in section 4.2.1 above.
Appendix

- Requirement Designation Table
- Course Attributes
- Modes of Instruction
## Requirement Designation Table

Requirement Designations = General Education Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH1</td>
<td>A&amp;H-Literature &amp; Humanities</td>
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<tr>
<td>AH1W</td>
<td>*A&amp;HW-Literature &amp; Humanities</td>
</tr>
<tr>
<td>AH2</td>
<td>A&amp;H-Aesthetic Experience</td>
</tr>
<tr>
<td>AH2W</td>
<td>*A&amp;HW-Aesthetic Experience</td>
</tr>
<tr>
<td>AH3</td>
<td>A&amp;H-Philosophies &amp; Culture World</td>
</tr>
<tr>
<td>AH3W</td>
<td>*A&amp;HW-Philosophies &amp; Culture World</td>
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<tr>
<td>ANY</td>
<td><strong>Meets Any Gen Ed Requirement</strong></td>
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<tr>
<td>BAS1</td>
<td>Basic Skills A - GenEd Colloq</td>
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<td>BAS2</td>
<td>Basic Skills B - English</td>
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<tr>
<td>BAS3</td>
<td>Basic Skills C - Math</td>
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<td>BAS4</td>
<td>Basic Skills D - Logic</td>
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<td>NS-Fund Disc Phys &amp; Biological</td>
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<td>NS2</td>
<td>NS-Patterns &amp; Connection Natural</td>
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<td>NS3</td>
<td>NS-Application Natural Science</td>
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<tr>
<td>SB1</td>
<td>S&amp;B-Perspectives on U.S.</td>
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<td>SB1W</td>
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<td>SB3</td>
<td>S&amp;B-Found Human Adaptations</td>
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<tr>
<td>SB3W</td>
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Note: *W identifies the Writing Requirement

For up-to-date information regarding **General Education Requirements**, go to the following address:

[http://www.cwu.edu/registrar](http://www.cwu.edu/registrar)

and click on **Catalogs** and then **General Education Requirements** in the left-hand margin of the page.
## Course Attributes as of December 2013

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<td>Concurrent/Prev Enrollment</td>
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<td>MUS</td>
<td>Music</td>
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<td>No Credit Earned</td>
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**Modes of Instruction as of March 2012**

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<th>CD Rom/Tap Pre-Record Brdcst:</th>
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<td></td>
<td>• Video or audio cassettes, videotaped courses delivered by broadcast or cable TV and computer based instructional packages.</td>
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<tr>
<td>IT</td>
<td>ITV/Satellite/Telecast (Sync) – Distance Education:</td>
</tr>
<tr>
<td></td>
<td>• Broadcasts or cablecasts live instruction.</td>
</tr>
<tr>
<td>OE</td>
<td>Other E-Learning:</td>
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<td></td>
<td>• Mode of instruction is not identifiable by any other category.</td>
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<td>In Person</td>
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<td>Pre-recorded Tape Broadcast</td>
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<td>Web Centric Course: (50% or more <em>Web</em>)</td>
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<tr>
<td></td>
<td>• The majority of instruction and required course activity, though not all, is delivered via the web. The majority of contact hours are generated by on-line work.</td>
</tr>
<tr>
<td>WE</td>
<td>Web Enhanced Course: (less than 50% <em>Web</em>)</td>
</tr>
<tr>
<td></td>
<td>• Instruction is delivered via the web in sufficient amount to replace at least one contact hour with on-line work. However, the majority of instruction occurs through a delivery mode other than the web.</td>
</tr>
<tr>
<td>WP</td>
<td>Web Presence Course:</td>
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<tr>
<td></td>
<td>• Web technology is used to distribute course materials and link students to Internet learning resources.</td>
</tr>
<tr>
<td>WW</td>
<td>World Wide Web (Online -100% <em>Web</em> based course, Internet, and email):</td>
</tr>
<tr>
<td></td>
<td>• Professor and distance learners are communicating asynchronously. All course activity is conducted via the web, including assessments. There is no requirement for attendance at a specific location.</td>
</tr>
</tbody>
</table>