Tips for Adding an Internet Section

Navigation

Contacts
- Academic Scheduling - Academic_Scheduling@uvu.edu - http://www.uvu.edu/asc - 801.863.8770
- Office of Learning and Teaching (formerly Distance Education) - Seth Gurell - Seth.Gurell@uvu.edu - 801-863-7351

Tools
- Special Programs: Tuition, Fees and Rules: http://www.uvu.edu/asc/reports/miscellaneous.html
- Institutional Research and Information Codes: http://www.uvu.edu/asc/ir_codes.html
- Course Section Numbering: http://www.uvu.edu/asc/section_numbers.html
- Session Codes: http://www.uvu.edu/asc/session_codes.html

Before You Begin...
- Confirm that the course has been developed for online delivery by contacting Seth Gurell.
- Determine which Special Program rule to use
- Coordinate any cross-list groups
- If registration is open for the semester, you MUST contact Seth Gurell to verify that course content exists and is available for online delivery.

☑ Use the correct section number as noted in the Special Programs rule being followed. Hint: All internet section codes will start with an “X__”.

☑ Use the correct campus code as noted in the Special Programs rule being followed. Most internet sections will use the “O” campus code.

- M Tuition and Student Fees Assessed
- O Tuition Only (waives student fees). Used with some special programs.

☑ The Schedule Type “W” is used for ALL internet sections.
Because internet sections don’t have meeting days or times, always use the “N” session code...

...then enter “TBA” for the Meet Days, Start/Stop Time, and Building/Room fields.

Cross-Listing Enrollment Methods:

**SUM:** Each section will close separately as they reach their individual maximum enrollment limit.

- HONR 300R - enrollment = 5
- HIST 3200 - enrollment = 20
- **TOTAL** = 25

**MATCH:** Each section will close simultaneously when the combined total of the group reaches the max cross-list enrollment

- PSY 3620 - enrollment = 30
- ANTH 3620 - enrollment = 30
- **TOTAL** = 30

Note:
- An internet section cannot be cross-listed with any other Schedule Type (i.e. regular face-to-face section, video section, etc.)
- Internet sections may be cross-listed in support of the Aviation program (i.e. PHIL 205G X01 cross-listed with PHIL 205G X51.)
- If there is a need for an additional Aviation GE support section (X52), the existing X01 and X51 sections should have the cross-list removed. The enrollment max for the X51 section can be increased to accommodate student needs.

**Taxonomy of Program (TOPs) Code is required on all internet sections.**

Use the comments field to indicate which special program rule was followed when creating this section.

Save a copy of the confirmation for your own records.