FOCUS 2
Session Codes and Scheduling Guidance
Updated December 12, 2022

The UA System began using new session codes in spring 2023 – F,O,C,U,S (instead of 0,1,2,3) to more clearly identify course delivery methods and define clear expectations for students.

F - In Person *(Instruction is face to face at a physical location)*
O - Online - No Set Time *(Completely online with no mandatory set meeting time)*
C - In Person **and** Online *(Combination of face to face and required online instruction)*
U - In Person **or** Online *(Option to participate in class sessions face to face or online)*
S - Online - Set Time *(Completely online at a mandatory set time)*

Scheduling Guidance:

Session Code	Location	Section Number & Note	Meeting Pattern
F - In Person	Physical - On or Off Campus	On-campus or off-campus section number **No section note**	One CRN and at least one in-person meeting pattern. Days = Days Times = Times Location = Building & Room
O - Online - No Set Time	Must be DIST ONLINE or DIST ARR	Must use a distance section number **No section note**	One CRN. Cannot have scheduled times. Days = NA Times = NA Location = DIST ONLINE
C - In Person **and** Online	Must have a physical location **and** DIST ONLINE or DIST ARR	Must use a distance section number **Variant A:** ***Required Section Note:*** All students attend at set meeting times. Some days are scheduled for in person attendance, and some days are scheduled for online attendance.	One CRN and at least 2 meeting patterns. At least one physical location and at least one DIST. **Variant A:** Days = Days Times = Times Location = Building & Room Days = Same or Different Days Times = Same or Different Times Location = DIST ONLINE

Session Code	Location	Section Number & Note	Meeting Pattern
		Variant B: *Required Section Note:* All students attend in person at set meeting times. A portion of the course will be offered online with no set meeting times.	**Variant B:** Days = Days Times = Times Location = Building & Room Days = NA Times = NA Location = DIST ONLINE
U - In Person **or** Online (Your Choice)	Must have a physical location **and** DIST ONLINE	Must use a distance section number **Variant A:** *Required Section Note*: All students attend at set meeting times. Students may choose to attend in person or online at their discretion. **Variant B:** *Required Section Note*: Students may choose to attend in person or use an online no-set-meeting-times option at their discretion.	One CRN and 2 Meeting Patterns **Variant A:** Days = Days Times = Times Location = Building & Room Days = Same Days Times = Same Times Location = DIST ONLINE **Variant B:** Days = Days Times = Times Location = Building & Room Days = NA Times = NA Location = DIST ONLINE
S - Online - Set Time	Must be DIST ONLINE	Must use a distance section number **No section note**	One CRN. Must have scheduled meeting times. Days = Days Times = Times Location = DIST ONLINE

Section Notes:
- Use the guidance above.
- If further detail is needed, use the section note: See syllabus for details.
- If multiple CRNs have been approved, the following section note is required for FERPA compliance: "This course is offered concurrently with another section of the same course." OR "This course is offered concurrently with another course."

Some of the new codes will align with the previous classification of sections.

*Face-to-face sections without an online component that were "Traditional->50% location based" are now an **F** "In Person" section.*

*Online only sections that were "0% location-based" are now either **O** "Online - No Set Time", or **S** "Online - Set Time" depending on asynchronous (no set time) or synchronous (set time) requirements.*

These new codes shift emphasis away from estimated percentage of instruction tied to a location (1-20% location-based or 21-50% location-based) and instead help students identify classes that offer both distance and face-to-face components, and classes that offer more flexibility.

C "In Person and Online" defines a section with a physical and online meeting pattern. The student is expected to attend each meeting as they are scheduled.

U "In Person or Online" allows the student the option to attend meetings in person or online at their own discretion.