



Background

When entering data on the **Basic Data** tab, there are two fields that often bring questions to the RCS team:

Component and **Instruction Mode**.

The terms **component** and **modality** have different meanings when scheduling classes. The **Component**, or *method of instruction*, is a distinct part of a class that results in the creation of a separately scheduled section and is sometimes referred to as a course activity.

The **Instruction Mode** refers to *how the class is delivered*; sometimes referred to as modality or class format.

This guide lists the available course components and instruction modes that can be used when entering class information on the **Basic Data** tab.

Component

Step 1: A course may have multiple **Components** (lecture plus lab or studio, workshop, and discussion).

Step 2: A course with multiple components requires additional sections to be created (lecture plus lab or studio, workshop, and discussion, etc.)

UA Course Component	UA Definition
Lecture (LEC)	Standard course type. Lecture courses are led by the instructor and may include a variety of pedagogy types.
Discussion (DIS)	Interactive meeting typically serving as a secondary component that can include activities such as demonstrations, hands-on engagements, case studies, field experiences.
Proseminar and Seminar (SEM)	The development and exchange of scholarly information, usually in a small group setting. The scope of work shall consist of research by course registrants, with the exchange of the results of such research through discussion, reports, and/or papers.
Colloquium (CLQ)	The exchange of scholarly information and/or secondary research, usually in a small group setting. Instruction often includes lectures by several different persons. Research projects may or may not be required of course registrants.
Lab (LAB)	A course set aside for supervised laboratory or field experimentation, observation, or practice in a field of study or a course incorporating practical experience.
Workshop (WRK)	The practical application of theoretical learning within a small group setting and involving an exchange of ideas and practical methods, skills, and principles.
Studio (STD)	A course set aside for supervised creative and/or artistic endeavors incorporating practical experiences and possibly individualized instruction.
Individual Studies (IND)	Consists of course types including Preceptorship, Directed Research, Internship, Practicum, Independent Study, Research, Case Studies, Master's Report, Thesis, Master's Recitals, Dissertation, and Doctoral Recitals.
Practicum (PRA)	The practical application, on an individual basis, of previously studied theory and the collection of data for future theoretical interpretation.

Note: When scheduling non-primary components for a course, update the default component to match the component permitted by the catalog rules. Components may be required as noted in the catalog or optional as noted in the catalog. All required components must be scheduled.

Instruction Mode

Step 1: Navigate to the **Basic Data** tab.

Step 2: Use the spy glass to set the **Instruction Mode**. All classes in a combination or course ID must use the same modality.

Code	Description	Definition
FO	Fully Online	Class is taught fully online and class meetings are asynchronous.
HY	Hybrid (Flex In-Person)	Students attend in-person and also online, so the department scheduler will schedule two distinct meeting patterns. HY meeting patterns can be synchronous or asynchronous, and are reflected in the second meeting pattern field.
IT	Interactive Broadcast/Webcast	Students are in multiple classrooms in different locations. Current Centrally Scheduled Classrooms set to accommodate IT include CHVEZ 110, SO 204, HARV 204, MLNG 311, & SSCI 411
P	In Person	Students and instructors attend class in person.
R	Live Online	The instructor and students are online simultaneously, and your instructor provides content through a live online platform.

Note: The Live Online modality was introduced during the pandemic and is available on a limited basis since the return to in-person classes. The provost recommends colleges to limit the number of Live Online classes as in-person classes should be a higher priority to meet student demand. Offering Live Online requires additional review and approval by the Associate Dean and the Registrar.

Contact Information

Please contact RCS with any questions regarding the Component or Instruction Mode. Reach us via email: rcshelp@arizona.edu or phone: 520-621-3313.