NAU categorizes classes using one of three **Instruction Modes**. All class sections should be appropriately identified using the definitions below. Instruction modes provide critical information to students by setting expectations for their learning experiences. Accurate use of Instruction Modes also ensures NAU's ability to reliably report on methods of class delivery. These definitions are to be used in conjunction with the "Instructions for Using Instruction Modes in the Schedule of Classes."

**In-Person** classes provide a face-to-face learning experience. In-Person classes meet at a regularly scheduled time.

**Blended** classes meet at a regularly scheduled time *but twenty-five percent or more* of the conventional class time is **replaced**with out-of-class activities, which may include use of technology.

**Online**classes are delivered via the Internet. Online classes that have synchronous (real time) components will have those specified on the meetings page in the schedule of classes.

**Instructions for Using Instruction Modes in the Schedule of Classes**

The department chair, in consultation with the faculty member, determines class modes of delivery in the schedule of classes. This information is then entered into the schedule of classes for each class that is created.

**In-Person** includes all face-to-face classes as well as independent studies, internships, practicums, fieldwork experience, and emporiums (unless the class is delivered as a part of an exclusively online degree program, in which case the class instruction mode will be Online).

**Blended** classes meet at a regularly scheduled *time but twenty-five percent or more* of the conventional class time is **replaced** with out-of-class activities, which may include use of technology.

Meeting Pattern Requirements:

* Meeting patterns for in-class times – or times the class convenes as a group – must be included in the schedule of classes.
* Meeting patterns (facilities/times/days) should **not** be set up for online or other out-of-class activities completed by students on their own time. Student expectations should be communicated in the class or syllabus and/or in free-format class notes, as necessary. Please contact theAcademic ScheduleCoordinator with any questions.

Class Notes Requirements:

* A Blended standard note is required for every Blended class. See **Standard Notes\***.
* An Online/Blended - International Student note must be added to each Blended class. See **Standard Notes**\*.

**Online** classes are delivered via the Internet. They may include synchronous (real time) content, which requires completionat a specific time, for example, in-person meetings, proctored exams and/or simultaneous online discussions, etc.

Meeting Pattern Requirements:

* Online classes requiring real-time meetings must include these meeting times in the schedule of classes. An appropriate facility ID (Online Synchronous Meeting or other physical location), time and day should be selected.

Class Notes Requirements:

* An Online/Blended - International Student note must be added to each Online class. See **Standard Notes\***.
* Online classes requiring real-time or in-person meetings must be marked with the Online Synchronous standard note. See **Standard Notes\***.

**\*Standard Notes for Instruction Mode in the Schedule of Classes**

**Blended:** Standard note # 0085

Blended classes meet at a regularly scheduled time but a portion of the conventional class time is replaced with out-of-class activities, which may include use of technology. The class syllabus will provide details.

**Online Synchronous:** . Standard note # 0086

This online class includes real-time interactions or synchronous content, which must be completed at a specific time. Students will be required to attend a presentation, participate in a proctored exam, log into a class and participate in a discussion or an assignment at the same time, or simultaneously watch a video or listen to a lecture. The class syllabus will provide details. Standard note # 0086

**Online/Blended - International Student:**Standard note # 0097
This is an online or blended class.  International students are limited by U.S. regulations as to how many online units may count toward full-time enrollment. Some international students are limited as to how many online and blended units are eligible for financial funding. Every international student is personally responsible for monitoring their eligibility to enroll in online or blended classes.