

Course Schedule Search Synchronous Contact Hours FAQ

General Information

1. What has changed about the class search in myWCU?

To help facilitate transparency regarding planned delivery of instruction, two (2) new fields have been added to the schedule of classes offering further clarification on the amount of time a course will meet synchronously. These fields provide an estimation and description of synchronous hours for a course.

The estimation of synchronous hours is meant to provide students with an overview of the total amount of synchronous learning time that will be offered for a course during the semester. **It is an estimate.** It does not represent the entire hours of instruction offered, or the total number of hours of engagement required by students. This plan can be impacted based on a variety of factors. Our hope is that these fields allow students to better select courses that will work best for their learning needs.

2. Do these 2 new fields show for every semester in the class search?

Currently, these new fields are effective for the **Spring 2021** and **Summer 2021** semesters.

3. Are these 2 new fields applicable to every course in the Spring and Summer 2021 semesters?

No, these fields have only been applied to courses with the following instruction modes:

- **Remote Synchronous (RS)**
- **100% Online (OL)** – *ONLY if the course has specific dates/days/times indicated in the meeting pattern.*

These fields will not show for courses with the following instruction modes:

- **Remote Asynchronous (RA)**
- **Hybrid (HB)**

4. What are the 2 new fields?

1. **Estimated Synchronous Hours**

This field lists the amount of estimated synchronous hours for the course during the semester, according to the course meeting pattern (days/dates/times).

2. **Synchronous Instruction** (text box)

This is a free format text field that permits departments to enter in more detail regarding how faculty plan to engage students in synchronous instruction.

5. What if this information is not showing for the class on the class search?

- Make sure you are looking in **Spring 2021** or **Summer 2021** class search.
- Make sure the course has an instruction mode of **Remote Synchronous (RS)** or **100% Online (OL)**.
 - If it is a 100% online course, it must have a meeting pattern.

6. Can I make changes to my registration if the amount of estimated synchronous hours does not work for me or my schedule?

Registration changes can be made up until the end of the Add/Drop period for the course. Those dates can be found on the published [Academic Calendar](#) or in your myWCU.

- How to find the Academic Calendar Deadlines in myWCU
 - Prior to the Start of the Semester:
 - **Classes tile > My Class Schedule > Select the Term**
 - Click on the Academic Calendar Deadlines icon next to the course



- Look at the **Drop – Delete Record** date
- If the Semester Has Started:
 - **Classes tile > Manage Classes** page

Estimated Synchronous Hours

1. Where can I find this field on the Class Search?

This information can be found on the search results page for courses that are listed with an instruction mode of Remote Synchronous (RS) or 100% Online (OL) – *only if the course has specific dates/days/times indicated in the meeting pattern.*

Class	Section	Session	Academic Calendar Deadlines	Days & Times	Room	Instructor	Instruction Mode	Meeting Dates	Estimated Synchronous Hours	Status	Cap Enrl	Tot Enrl	Avail	Wait Cap	Wait Tot
1127	01-LEC Full	Full		TuTh 8:00AM - 9:15AM		One Pagan	Remote Synchronous	01/25/2021-05/14/2021	38		160		160	88	
3585	90-LEC Full	Full		Mo 4:25PM - 7:10PM		Reva Zimmerman	Online 100%	01/25/2021-05/14/2021	41		40		40	15	

2. What if this field is not showing?

Make sure the course has an instruction mode of Remote Synchronous (RS) or 100% Online (OL) – only if the course has specific dates/days/times indicated in the meeting pattern. Courses listed as Remote Asynchronous (RA) or Hybrid (HB), it will not have this field listed (example below).

Class	Section	Session	Academic Calendar Deadlines	Days & Times	Room	Instructor	Instruction Mode	Meeting Dates	Status	Cap Enrl	Tot Enrl	Avail	Wait Cap	Wait Tot
1129	02-LEC Full	Full				One Pagan	Remote Asynchronous	01/25/2021-05/14/2021		160		160	88	

3. How is the amount of synchronous hours calculated?

The number of synchronous hours for a course is being calculated based upon the course meeting pattern (days/dates/times) entered by the departments. Holiday/Non-Class Days are being removed from the calculation (i.e. Spring Break), if the meeting pattern spans those dates. Additionally, if the synchronous hours calculate to a decimal, the synchronous hours is rounding to the nearest whole number (i.e. 37.5 hours will appear as 38).

4. How do I know if a class is considered to have “low” or “high” synchronous instruction?

The amount of credits a course is worth determines if the course has a “low” amount of synchronous instruction (asynchronous) or a “high” amount of synchronous instruction. Below is a synchronous instruction range that will assist you in determining if a class is mostly synchronous or asynchronous based upon the amount of credits you will earn for taking the course.

Synchronous Instruction Ranges		
Credit Amount	Low Synchronous Hours	High Synchronous Hours
1	1	13
2	1	25
3	1	38
4	1	50

Synchronous Instruction (text box)

1. Where can I find this field on the Class Search?

Departments have the opportunity to provide detailed information regarding how they plan to engage students in synchronous instruction via text field for their Remote Synchronous (RS) and 100% Online (OL) courses - if the course has specific dates/days/times indicated in the meeting pattern. This information is found on the **details page** of the class search.

- Search for the class > Click on **Class Number** link

PSY 100 - Introduction to Psychology				
Class	Section	Session	Academic Calendar Deadlines	Days & Times
1957	01-LEC	Full		Fr 11:00AM - 11:50AM

- The **Synchronous Instruction** text box is found after the Meeting Information

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Fr 11:00AM - 11:50AM		Deborah Dartnell	02/12/2021 - 02/12/2021
Fr 11:00AM - 11:50AM		Deborah Dartnell	03/12/2021 - 03/12/2021
Mo 11:00AM - 11:50AM		Deborah Dartnell	01/25/2021 - 01/25/2021
MoWe 11:00AM - 11:50AM		Deborah Dartnell	03/22/2021 - 03/24/2021
MoWeFr 11:00AM - 11:50AM		Deborah Dartnell	04/12/2021 - 04/16/2021
MoWeFr 11:00AM - 11:50AM		Deborah Dartnell	05/03/2021 - 05/07/2021

Synchronous Instruction	
The course will meet synchronously on the following dates:	
1/25	
2/12	
3/12; 3/22; 3/24	
4/12; 4/14; 4/16	
5/03; 5/05; 5/07	

2. What if this field is not showing?

Make sure the course has an instruction mode of Remote Synchronous (RS) or 100% Online (OL) - if the course has specific dates/days/times indicated in the meeting pattern. Courses listed as Remote Asynchronous (RA) or Hybrid (HB), it will not have this field listed (example below).

Additionally, this is an optional field, so if the department left it blank, it will not appear under the course details.

Further Information/Contacts

1. How do I find this information in the class search?

Training on how to find this information on the Class Search is available by [clicking here](#).

2. I have a question about a class – who can I contact?

All questions regarding classes should be directed to the department offering the course.

3. I have a question regarding registration or I am having issues registering – who can I contact?

The Registrar's Office can assist with finding solutions to issues you may be having with registration. Please email registrar@wcupa.edu for assistance.