

Coding eCampus Program Classes

The University implemented a new form of online programs referred to as eCampus. Students in this program will take classes under special campus and session codes. eCampus students can only be in an approved eCampus major. They cannot take classes in any other campus. Students in non-eCampus majors cannot take classes in the eCampus sessions. There is no cross over between programs.

How to set up an eCampus class:

1. **Session** – select one of the session codes with the letter **E** in the code.
2. **Section number** - use 401W - 499W for Undergrad and 601W - 699W for Grad classes. Fourth digit is W for web.
3. **Campus field** – select ECAM
4. **Location field** – select Web Based – Main Campus
5. **Instruction Mode** – select WB for Web 100%
6. **Class Attribute** – Web 100%
7. **Attribute Value** – Web 100%.
8. **Enrollment and Wait List Caps** – Zero. Students do not enroll themselves. eCampus office will enroll.
9. **Class Notes** – use note codes #50 for 100% web and #92 for eCampus Students Only.

What are Shadow Classes? If you have a course that both eCampus students and Distance Campus students will want to take, you may create both an eCampus section and a Distance (**shadow**) section of the course to accommodate students in both campuses. A shadow section can be set up for each eCampus class using special session codes for shadow classes. The two sections can be taught together in the same course shell, but will be separate in the system, so the student's billing records are correct. Instructors can contact ITS for help merging both course shells together in Canvas, since the classes cannot be combined in CSS PeopleSoft.

How to set up a Shadow class:

1. **Session** – select one of the session codes with the letter **D** in the code.
2. **Section number** - use 401W - 499W for Undergrad and 601W - 699W for Grad classes. Fourth digit is W for web.
3. **Campus field** – select DIST
4. **Location field** – select Web Based – Main Campus
5. **Instruction Mode** – select WB for Web 100%
6. **Class Attribute** – Web 100%
7. **Attribute Value** – Web 100%.
8. **Enrollment and Wait List Caps** – students can enroll themselves, departments sets caps with college approval.
9. **Class Notes** – use note codes #50 for 100% web and #93 for Shadow Section of non-eCampus students.

Here is an example of an eCampus class:

The screenshot displays the 'Maintain Schedule of Classes' interface for BGSU. It shows the configuration for a class section with the following details:

- Course ID:** 018713, **Course Offering Nbr:** 1
- Academic Institution:** Bowling Green State University
- Term:** Spring Semester 2016, **Grade:** Graduate
- Subject Area:** EDFI, **Subject:** Educ Foundations & Inquiry
- Catalog Nbr:** 6450, **Using K-12 Assessment Data:** Yes
- Class Sections:** *Session: BEZ, *Class Section: 801W, *Component: LEC, *Class Type: Enrollment, *Associated Class: 1, *Campus: ECAM, *Location: WEBMAIN, *Academic Organization: EDFI, *Academic Group: EDCLG, *Holiday Schedule: ACAD, *Instruction Mode: WB, *Primary Instr Section: 601W
- Units:** 3.00
- Start/End Date:** 03/14/2016 to 05/06/2016
- Event ID:** (empty)
- Class Attributes:** WEB (Web Based), TCHR (Teacher Cohort), SUB (Course Subsidy), WEBBASED (100% Web Based), CLASS TECH (Classroom Technology), MAST (Masters), DOCT (Doctoral)

If you have additional questions, please contact the eCampus office at 372-3226 or eCampus@bgsu.edu.