

June 20, 2022

MEMORANDUM

TO: Council of Chief Academic Affairs Officers (CCAO)
Council of Chief Student Affairs Officers (CCSAO)
Schedulers

FROM: Hae K. Okimoto 
Associate Vice President for Student Affairs

SUBJECT: Addendum to Instructional Method Codes; Standardized Coding for Fully Online
Class Modality

This memo provides an addendum to the Updated Instructional Method Codes February 14, 2021 memo that created new instructional method (IM) definitions and codes. This memo standardizes how campuses will code fully online classes using the building and room fields in

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