



## HYBRID COURSE FORMATS – *How-To Guide*

*How to verify Hybrid course delivery methods when adding or browsing classes.*

1. In MySam and on the Registration Tab, click **“Continue to Registration →”** under **“Bearkat Registration Dashboard (Add / Drop Classes).”**

The screenshot shows the MySam interface. On the left, a navigation sidebar has 'Registration' highlighted with a red box. The main content area is divided into three columns: 'Texas Success Initiative (TSI)', 'Bearkat Registration Dashboard (Add / Drop Classes)', and 'Complete Registration'. In the 'Bearkat Registration Dashboard' column, a green button labeled 'Continue to Registration →' with the subtext 'Add / Drop / Browse Classes' is highlighted with a red arrow pointing to it from the right. A red box with the text 'Click Here' is also present, pointing towards the 'Continue to Registration' button.







2. Then select **“Add / Drop Classes.”**

The screenshot shows the 'Bearkat Registration Dashboard'. At the top, there are navigation links: 'Dashboard Home', 'Pre-Registration Notices (Complete)', 'Registration Holds', 'Registration Time', and 'Need to Know'. Below these are four status cards: 'Pre-Registration Notices' (complete), 'Registration Holds' (none), 'Registration Time' (listing Summer and Fall semesters), and 'Need to Know' (reviewed). At the bottom center, a blue button labeled 'Add / Drop Classes →' is highlighted with a red box.



3. If you are registering for classes, select **“Register for Classes.”** If you are using Plan Ahead, select **“Plan Ahead.”** If you are browsing the class schedule, select **“Browse Classes.”**

What would you like to do?

 <a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.	 <a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.
 <a href="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 <a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.
 <a href="#">View Registration Information</a> View your past schedules and your ungraded classes.	 <a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.

4. Select the **Term** and select **Continue.**

← Select a Term

Spring 2022 ▼

Continue



5. All Hybrid courses can be found by selecting "Advanced Search." Under "Schedule Type," select **Hybrid**. Then press **Search**.

← Browse Classes

Enter Your Search Criteria

Term: Spring 2022

Subject

Course Number

Instructional Methods

Part Of Term

Keyword

Search Clear **Advanced Search**

Instructional Methods |

Schedule Type Face-to-Face

**Hybrid Course**

Internet

Part Of Term

Title

Sessions

Course Number Range  to

**Search** Clear

Then Search



6. Tap the **Title** of the class you wish to inspect.

**Search Results — 16 Classes**  
Term: Spring 2022 Instructional Methods: Instructional Methods: Hybrid Course

Title	Instructor	Meeting Times
▶ <u>Intercultural...</u> Hybrid Lecture	<u>Weathers, Meli...</u>	S M T <b>W</b> T F
▶ <u>Deceptive C...</u> Hybrid Lecture	<u>Dahlgren, Lisa...</u>	S M <b>T</b> W T F S M T W <b>T</b> F



7. View the **Instructional Method**, then select **Instructor/Meeting Times** for more details.

**Class Details for Design for PR & Advertising**

**Term:** 202220 | **CRN:** 21522

**Class Details**

**Associated Term:** Spring 2022  
**CRN:** 21522  
**Campus:** Main  
**Schedule Type:** Hybrid Lecture  
**Instructional Method:** Hybrid Course  
**Section Number:** 01  
**Subject:** Mass Communication  
**Course Number:** 2382  
**Title:** Design for PR & Advertising  
**Credit Hours:** 3  
**Grade Mode:** Standard Letter-Undergraduate

**Bookstore Links**

**Course Description**

**Syllabus**

**Attributes**

**Restrictions**

**Instructor/Meeting Times**




 Under **Instructor**, click the **dropdown arrow** to expand meeting details:

**Instructor/Meeting Times**

▼ Instructor: Massingill, Ruth (Primary)

S M T W <b>T</b> F S	Main Campus   REMOTE   Room
01/12/2022 - 05/11/2022	REMOTE
Type: Hybrid Online	

▶ Instructor: Massingill, Ruth (Primary)



▼ Instructor: Massingill, Ruth (Primary)

S M T W <b>T</b> F S	Main Campus   REMOTE   Room
01/12/2022 - 05/11/2022	REMOTE
Type: Hybrid Online	

▼ Instructor: Massingill, Ruth (Primary)

S M <b>T</b> W T F S	11:00 AM - 12:15 PM
01/12/2022 - 05/11/2022	Main Campus   ACADEMIC
Type: Hybrid Face-to-face	BUILDING IV   Room 00204



## What do the different blended formats mean?

### Hybrid Split Week

- **Face-to-Face requirements:** The building and room location will be listed as the location for the Face-to-Face days.
- **Remote requirements:** REMOTE will be listed as the building and room for Hybrid Online days.



#### **Is there a meeting time next to the Hybrid Online Day?**

Some Hybrid Class Days will list a specific class meeting time.

S	M	T	W	T	F	S
Class on: Tuesday						
08:00 AM - 09:15 AM						
Type: Hybrid Face-to-face						
Building: SMITH HUTSON BUSINESS BLDG						
Room: 00331						
Start Date: 08/16/2021						
End Date: 12/08/2021						
S	M	T	W	T	F	S
Class on: Thursday						
08:00 AM - 09:15 AM						
Type: Hybrid Online						
Building: REMOTE						
Room: REMOTE						
Start Date: 08/16/2021						
End Date: 12/08/2021						

Hybrid Online Day  
with a listed time



**If a meeting time is not listed, please view the Course Description and Blackboard for further information.**

S	M	T	W	T	F	S
Class on: Monday						
02:00 PM - 03:15 PM						
Type: Hybrid Face-to-face						
Building: GARRETT TEACHER EDUCATION CENT						
Room: 00111E						
Start Date: 01/12/2022						
End Date: 05/11/2022						
S	M	T	W	T	F	S
Class on: Wednesday						
-						
Type: Hybrid Online						
Building: REMOTE						
Room: REMOTE						
Start Date: 01/12/2022						
End Date: 05/11/2022						

Hybrid Online Day with no listed time  
(Further course information will be provided through Blackboard)



## Hybrid Split Semester

Hybrid Split Semester will state “Hybrid Split Semester” for the type and attribute. Further details regarding the course structure will be available in the course description.

- **Face-to-Face requirements:** First (or second) half of the semester
- **Remote requirements:** First (or second) half of the semester

S M T W T F S Class on: Monday, Wednesday, Friday 08:00 AM - 09:15 AM Type: Hybrid Split Semester Building: GARRETT TEACHER EDUCATION CENT Room: 00111E Start Date: 01/12/2022 End Date: 05/11/2022	S M T W T F S 02:00 PM - 03:15 PM Type: Hybrid F Main 1 of 1 seats remain. Hybrid Split Week
	S M T W T F S - Type: Hybrid Online Building: RE
	S M T W T F S 08:00 AM - 09:15 AM Type: Hybrid S Main 1 of 1 seats remain. Hybrid Split Semester

**Class Details for The Teaching Profession Secondary Education 3384 99**

Term: 202220 | CRN: 23989

Class Details	Course meets remotely at the start of the semester and then in person. Additional course information will be provided through Blackboard. Students may need to purchase or have access to a webcam for this course. Please verify with your professor for this, and other potential course needs. To view the course description for this course, please go to the SHSU homepage, Fast Links, Catalogs, select your catalog year, then Course Descriptions.
Bookstore Links	
Course Description	
Syllabus	

## Other Hybrid Courses

All other Hybrid Courses will have “Hybrid” for the type and attribute. Further details regarding the course structure will be available in the course description.

Meeting Times	Campus	Status	Attribute
S M T W T F S 05:30 PM - 08:15 PM Type: Hybrid Building: COLLEGE OF HUMANITIES & SOCI...	Main	25 of 25 seats remain. 999 of 999 waitlist se...	Hybrid

**Class Details for Intercultural Communication Communication Studies 3370 01**

Term: 202220 | CRN: 22679

Class Details	Hybrid Course. Students will rotate between in person and remote attendance. The decision on how to rotate students will be determined by the instructor. Additional information provided through Blackboard starting August 1. Students may need to purchase or have access to a webcam for this course. Please verify with your professor for this, and other potential course needs. To view the course description for this course, please go to the SHSU homepage, Fast Links, Catalogs, select your catalog year, then Course Descriptions.
Bookstore Links	
Course Description	
Syllabus	





**Questions?**

Contact the Registrar's Office at (936) 294-1040 or [registrar@shsu.edu](mailto:registrar@shsu.edu)