

SDCCE COURSE DISTANCE EDUCATION ADDENDUM

Form is required for new courses or change to distance education information; may be required for course revisions.

Completed and submitted by program faculty.

If you have any questions, please contact the CE Curriculum Analyst or CE Curriculum Chair:
[Curriculum | San Diego College of Continuing Education \(sdcce.edu\)](http://Curriculum|SanDiegoCollegeofContinuingEducation(sdcce.edu))

Program Area:

Course Title:

Subject Area/Course Number:

Total Hours on Course Outline of Record (COR), [click here to access COR webpage:](#)

Outside-of-Class Work Hours (Student hours outside of online learning without instructor contact, e.g., practicing, studying, preparing projects):

Course Distance Education Information:

- I. **Distance education method of instruction:** Course, or class sections of the course, may be offered through distance education as specified below. If you are unclear which of the following options to select, contact CE Curriculum Analyst or CE Curriculum Chair.

Select ONLY ONE:

Online: ALL OR SOME PORTION of instruction is online, may include fully, hybrid, and/or HyFlex DE instruction. Some sections may include on-site (in-person) meetings.

Partially Online **Only**: Online instruction that includes some required on-site (in-person) meetings and/or assessments, for all sections.

Online Emergency **Only**: All or some portion of instruction may ONLY be delivered online in the event of a SDCCD, state, or federally declared emergency.

Not approved for distance education: Not permissible to schedule as online class.

- II. **Types of regular and effective contact between instructors and students may include, but are not limited to (check all that apply):**

Group or individual meetings
Orientation sessions
Review sessions
Supplemental seminar or study sessions
Field trips
Workshops
Telephone contact
Voice mails
Emails
Other activities:

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III. Instructional techniques to meet course objectives may include, but are not limited to (check all that apply):

Electronic lectures
Discussion boards
Chat rooms
Emails
Videos
Other activities:

IV. Student evaluation methods for achieved outcomes:

Methods of evaluation will be the same as the on-site (in-person) course.

Additional methods of evaluation not listed on the Course Outline of Record (COR) will be used when course meets online. List here (e.g., recorded presentations or demos, etc.):

V. Additional resources excluding internet access and resources not listed on the COR (check ONLY those items that apply):

No additional resources required (except those listed on the COR and internet access)

Hardware (e.g., video camera, microphone, or other specialized computer hardware, etc.). List:

Software applications/programs (e.g., media conferencing software such as Zoom, Teams, etc. List:

Additional supplies and/or costs not listed on the COR may be required. Details will be included on the class syllabus.

VI. Accessibility (ADA 1990 Workforce Rehabilitation Act §508): Distance education techniques used in this course will be accessible to individuals with disabilities as per Sections 504 and 508 of the Rehabilitation Act. Requests for technology accommodations will be met by working with the DSPS Office to ensure ADA compliance.

I have read and understand the ADA statement above

SUBMITTED BY:

DATE:

Resources:

SDCCD Online Learning Accessibility Resources and Tools

References:

Title 5 §55202 Course Quality Standards

Title 5 § 55204 Instructor Contact

Title 5 §55206 Separate Course Approval