PLANNING GUIDE 2018
PULLMAN & GLOBAL CAMPUS

TABLE OF CONTENTS

Objectives for Summer Session 2018.................................................... 1
Sessions........................................................................................................ 2
Dates & Deadlines ..................................................................................... 4
Course Exceptions & Contact Hours .................................................... 5
Course Scheduling & Cancellation........................................................ 7
Submitting Courses ................................................................................... 9
Marketing & Promotions ........................................................................... 11
Summer Programs .................................................................................... 13
Contact......................................................................................................... 14
MISSION STATEMENT

Summer Session, a self-supporting program, is an integral part of the year-round instructional program of Washington State University and is committed to the pursuit of excellence in education and the highest standard of academic integrity.

OBJECTIVES

ENROLLMENT

a. Increase on-campus enrollments.
b. Increase online enrollments.
c. Increase student credit hours.
d. Increase new freshman enrollments.
e. Increase new transfer enrollments.
f. Increase graduate enrollments.
g. Increase late 6-week session enrollments.
h. Increase Maymester and Intersession enrollments.
i. Increase enrollments in the 1:30-7:00 p.m. time blocks.

PUBLICITY & RECRUITING

a. Preliminary schedule available on the Web at schedules.wsu.edu by December 1st to encourage early planning for Summer for students and staff alike.
b. Summer Session brochure is created from course list as of December 1st.
c. Final Summer Session offerings available on the Web at schedules.wsu.edu and in myWSU by February 1st.

PROGRAMMING

a. Schedule more courses 1:30pm and later.
b. Schedule more courses during the late 6-week block to meet needs of new first-year and transfer students, and to provide an opportunity for continuing students to enroll in up to 12 credits.
c. Schedule courses within the designated standard start times to alleviate 6- and 8-week course overlap.
d. Schedule 4-week courses within the Maymester session.
e. Schedule Maymester classes in the afternoon to avoid overlapping with the heavily scheduled morning hours of the 6-week sessions.
SECTIONS

MAYMESTER (4-WEEK MINI-SESSION)
May 7 - June 1
Maymester is for continuing students with summer obligations that prevent them from participating in the longer 6- and 8- and 12-week sessions.

EARLY 6-WEEK
May 7 - June 15
Courses offered in the early 6-week block generally meet the needs of most continuing WSU students.

12-WEEK
May 7 - July 27
This is for courses that work best when given the full 12-week summer session.

8-WEEK
June 4 - July 27
Math, engineering, science courses, and courses with labs are generally offered in the 8-week block, though any course may be scheduled during this block.

LATE 6-WEEK
June 18 - July 27
The late 6-week block is an opportune time to schedule courses for all students. Most high schools and community colleges do not end their spring terms until mid to late June.

EARLY 7-WEEK
May 7 - June 24
This session is used exclusively by the Carson College of Business.

LATE 7-WEEK
June 25 - August 12
This session is used exclusively by the Carson College of Business.

INTERSESSION
July 28 - August 19
For courses that lend themselves to an intensive 3-week format. For continuing students with summer obligations that prevent them from participating in the earlier summer sessions.

DYNAMICALLY DATED SESSION
Courses that do not fall within one of the standard, scheduled session blocks listed above will follow dynamic dating rules. Such courses should be the exception rather than the rule. Exception memos will be required.
CONCURRENT SESSIONS
Sessions run concurrently. If offered during their prescribed time scheduling blocks (see page 9), students will be able to enroll in multiple courses in concurrent sessions with fewer scheduling conflicts.

CONSECUTIVE 6-WEEK SESSIONS
Six-week courses may be scheduled in tandem over the 12-week summer term to provide increased opportunities for students wishing to complete a sequence of courses.

INDEPENDENT STUDY & INTERNSHIPS
Independent studies, internships, seminars, etc. are now listed as 12-week courses for Summer Session. Departments also have the option of submitting them in any of the shorter sessions.
# DATES & DEADLINES

<table>
<thead>
<tr>
<th>SESSION</th>
<th>DATES</th>
<th>TUITION DUE</th>
<th>DROP</th>
<th>WITHDRAWL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maymester</td>
<td>May 7–June 1</td>
<td>May 7</td>
<td>May 11</td>
<td>May 24</td>
</tr>
<tr>
<td>Early 6-Week</td>
<td>May 7–June 15</td>
<td>May 7</td>
<td>May 13</td>
<td>June 3</td>
</tr>
<tr>
<td>12-Week</td>
<td>May 7–July 27</td>
<td>May 7</td>
<td>May 21</td>
<td>July 2</td>
</tr>
<tr>
<td>8-Week</td>
<td>June 4–July 27</td>
<td>June 4</td>
<td>June 13</td>
<td>July 11</td>
</tr>
<tr>
<td>Late 6-Week</td>
<td>June 18–July 27</td>
<td>June 18</td>
<td>June 24</td>
<td>July 15</td>
</tr>
<tr>
<td>Early 7-Week (Business)</td>
<td>May 7–June 24</td>
<td>May 7</td>
<td>May 15</td>
<td>June 9</td>
</tr>
<tr>
<td>Late 7-Week (Business)</td>
<td>June 25–August 12</td>
<td>June 25</td>
<td>July 3</td>
<td>July 28</td>
</tr>
<tr>
<td>Intersession</td>
<td>July 28–August 19</td>
<td>July 28</td>
<td>July 31</td>
<td>August 12</td>
</tr>
</tbody>
</table>

## IMPORTANT DATES

- Priority Registration begins: March 5
- Commencement: May 5
- Summer Session Classes Begin: May 7
- Memorial Day (No classes): May 28
- Independence Day (No classes): July 4
- Final grades due in Registrar’s Office by 5:00 p.m.: July 31
COURSE EXCEPTIONS & CONTACT HOURS

Departments and colleges are responsible for educationally sound course scheduling. Offering a condensed course outside of the scheduling parameters as set forth by the Summer Session Office must be done in light of careful professional judgement within the college and department.

Any course proposed outside of this structure must be submitted with an exception memo, and may be subject to further examination and modification by the Director of Summer Session. Exception memos may be requested at any time for non-conforming courses.

EXCEPTION MEMOS

Exception memos should be addressed to the Director of Summer Session, MS 5210, and should define how the proposed format and time commitment will lead to the achievement of stated course goals (Academic Regulation 27, Credit Definition).

CONTACT HOURS

The appropriate number of contact hours and total time commitment must be met during the summer (See Academic Regulation 27, Credit Definition)

ACADEMIC REGULATION 27, CREDIT DEFINITION

Academic credit is a measure of the total minimum time commitment required of a typical student in a specific course. For the WSU semester system one semester credit is assigned for a minimum of 45 hours. The expected time commitment may include:

1. Time spent in scheduled course activities organized by an instructor (lectures, discussions, workbooks, videotapes, laboratories, studios, fieldwork, etc.);
2. Time spent in group activities related to course requirements; and
3. Time spent in reading, studying, problem solving, writing, and other preparations for the course.

The minimum in-class time commitment, based on a fifteen-week semester and a traditional format, should follow these guidelines:

1. **Lecture** - one hour of lecture per week for each credit hour;
2. **Laboratory** - three hours of laboratory per week for each credit hour;
3. **Studio** - two hours of studio work per week for each credit hour;
4. **Ensemble** - four hours of ensemble work per week for each credit hour;
5. **Independent study** - the minimum time commitment for independent study is three hours of work per week for each credit hour.
CONTACT HOUR DEFINITION

One contact hour is defined as one 50-minute period. The number of clock hours required is in accordance with the standard requirements which are:

- 15 contact hours per semester credit hour for lecture
- 45 contact hours per semester credit hour for lab

BREAKS

Breaks need to be added to courses which meet longer than one hour and thirty minutes. Typical periods are 50 minutes plus 10 minute breaks, but may vary if the scheduling format assures required contact hours/time.

CONTACT HOURS

Based on 50-minute hours, 5 days per week*

<table>
<thead>
<tr>
<th>TIME PERIOD</th>
<th>1 CREDIT 750 MIN.</th>
<th>2 CREDITS 1,500 MIN.</th>
<th>3 CREDITS 2,250 MIN.</th>
<th>4 CREDITS 3,000 MIN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 WEEKS</td>
<td>2.5 hrs./day</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>2 WEEKS</td>
<td>1.25 hrs./day</td>
<td>2.5 hrs./day</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>3 WEEKS</td>
<td>50 min./day</td>
<td>1 hr. 40 min./day</td>
<td>2.5 hrs./day</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>4 WEEKS</td>
<td>3 hrs./week</td>
<td>1.25 min./day</td>
<td>2 hrs./day</td>
<td>2.5 hrs./day</td>
</tr>
<tr>
<td>5 WEEKS</td>
<td>2.5 hrs./week</td>
<td>1 hr./day</td>
<td>1.5 hrs./day</td>
<td>2 hrs./day</td>
</tr>
<tr>
<td>6 WEEKS</td>
<td>2 hrs./week</td>
<td>50 min./day</td>
<td>1.25 hrs./day</td>
<td>1 hr. 40 min./day</td>
</tr>
<tr>
<td>8 WEEKS</td>
<td>1.5 hrs./week</td>
<td>3 hrs./week</td>
<td>50 min./day</td>
<td>1.25 hrs./day</td>
</tr>
</tbody>
</table>

* Actual class contact time in hours and minutes - does not include break time which must be added to the above contact time when scheduling courses.

** Approval by Summer Session is required in order to offer courses in non-standard sessions.
COURSE SCHEDULING & CANCELLATION

TIME BLOCK SCHEDULING
Please help us avoid time conflicts and overlapping courses during concurrent sessions. Departments should evenly distribute course offerings throughout the day by using the morning, afternoon, and evening time blocks. All time blocks begin on the hour or half hour (as opposed to 10 minutes after, as is seen during the Fall and Spring terms).

Time blocks:

<table>
<thead>
<tr>
<th>MORNING</th>
<th>AFTERNOON</th>
<th>EVENING</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:45 a.m.</td>
<td>Noon - 1:15 p.m.</td>
<td>4:30 - 5:45 p.m.</td>
</tr>
<tr>
<td>9:00 - 10:15 a.m.</td>
<td>1:30 - 2:45 p.m.</td>
<td>6:00 - 7:15 p.m.</td>
</tr>
<tr>
<td>10:30 - 11:45 a.m.</td>
<td>3 - 4:15 p.m.</td>
<td>7:30 - 8:45 p.m.</td>
</tr>
</tbody>
</table>

COMPETITION IN PRIME TIME BLOCKS
Courses scheduled from 9:00 a.m. - 1:00 p.m. are competing for students with many other courses and limit the number of credits in which students can enroll.

AFTERNOON & EVENING COURSES
The scheduling of late afternoon (after 1:30 p.m.) courses is encouraged to meet the needs of continuing students and those whose work obligations might otherwise not allow them to enroll in courses offered during the morning and early afternoon hours.

MAYMESTER COURSES
Scheduling Maymester courses in the afternoon is encouraged to allow students to enroll in other courses as well due to their busy morning schedules.

IMPACTED COURSES
The presence of impacted courses demonstrates a need for additional offerings for students to meet their graduation needs. Summer is an opportune time to schedule courses impacted during fall and spring semesters.
LOW ENROLLMENT OR DROPPED COURSES

Courses dropped during any semester for lack of enrollment should not be offered during Summer Session unless substantial summer enrollment is assured.

COURSE CANCELLATION

Departments are strongly discouraged from cancelling courses prior to the first day of class. Due to financial uncertainty, evaluation of spring semester grades, transient student status, etc., many students do not register for summer session until the first day of class.

If it is determined that a course must be cancelled, notify the Pullman Summer Session Office immediately via e-mail at summer@wsu.edu, and assist students in selecting an alternate course.

Cancelling a Pullman Summer Session course requires the following set of actions by the department:

1. E-mail the Summer Session Office about the cancelled course.
2. Notify affected students immediately by phone or e-mail.
3. Remind the students to drop the course on myWSU.
   DO NOT drop the course for them. *
4. Submit an appointment cancellation in PERMS adjusting the appointment of the instructor scheduled to teach the cancelled course. **

* Departments should not drop students from cancelled courses because the students' financial aid could be cancelled for falling below the required number of student credit hours [SCH] to receive financial aid. If necessary, the Summer Session Office will drop students from cancelled courses.

** Contact Payroll if there is not time to submit an appointment cancellation before payment is scheduled.
SUBMITTING COURSES

Course submission for Summer Session will open in myWSU Schedule Builder on or about October 1st. If you need assistance with course submission, contact the Summer Session office at summer@wsu.edu or 509-335-2238.

Initial course offerings are submitted by departmental coordinators, approved by deans or departmental chairs, and verified and edited by the Summer Session office. The Summer Session office will notify departments of any changes that must be made based upon criteria pertaining to contact hours, time blocks, session dates, enrollment capacities, and classroom spaces.

Summer Session courses will appear on schedules.wsu.edu after December 1st and in myWSU in February.

COURSE SUBMISSION DUE DATE
Courses must be in approved status by both the initial proof and final proof deadlines. Failure to have your courses in approved status may result in a delay in your course posting to the Summer 2018 course schedule.

BUILDING & ROOM ASSIGNMENTS
Space assignments are done via R25 and U25 campus scheduling software. You may submit a space request via myWSU Schedule Builder or by e-mail request to Summer Session via summer@wsu.edu. Priority will be given to those requests received by the deadline; all other requests will be satisfied on a space available basis.

CURRICULUM CHANGE FORMS
Submit major course changes by the deadline in order to assure that they will be approved in time to be offered during Summer Session (approval pending Senate action).

Curriculum changes must have an effective date of May for Summer Session courses. Coordinators are reminded that cooperative, cross- or conjoint-listed courses need to be approved by the formal catalog approval process (major/minor course changes, new courses, and temporary course offerings are due October 1, if not already contained in the General University Catalog).
<table>
<thead>
<tr>
<th>COURSE SUBMISSION DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCTOBER 1</strong></td>
</tr>
<tr>
<td><strong>OCTOBER 1</strong></td>
</tr>
<tr>
<td><strong>NOVEMBER 1</strong></td>
</tr>
<tr>
<td><strong>DECEMBER 1</strong></td>
</tr>
<tr>
<td><strong>DECEMBER 15</strong></td>
</tr>
<tr>
<td><strong>DECEMBER 15</strong></td>
</tr>
<tr>
<td><strong>JANUARY 15</strong></td>
</tr>
</tbody>
</table>
MARKETING & PROMOTIONS

DIRECT MAILING
Printed materials including brochures, and postcards are mailed at strategic times to various student constituencies regarding course availability, deadlines, advising, housing options, registration, and program opportunities.

MARKETING ACTIVITIES
Summer Session markets the program using a variety of activities: postcards at strategic times; brochures containing informational pieces and program options; Daily Evergreen advertisements; posters and banners in public spaces on campus and throughout Pullman community; informational items in the CUB; public outreach and tabling in the CUB, Recreation Center, and dining centers; presentations to advisors; classroom presentations to students; informative and award-winning web page; social media posts and events; email and portal notices to students; and communication with departments around campus to co-market and co-host promotional and informational events.

The Summer Session staff presents in as many classrooms as possible to inform and promote the extensive opportunities Summer Session provides. We contact professors of large classes (50 students+) to schedule short presentations for enrolled students. If you have not been contacted and would like to promote Summer Session in your class, please contact us at summer@wsu.edu with the following information: class name and number, number of students in the class, and the date and time you would like us to present.

PROMOTION ASSISTANCE FOR DEPARTMENTS
Colleges and departments are encouraged to prepare announcements and brochures as their budget permits. It is suggested that materials be prepared targeting audiences to generate interest and enrollments in specific courses. It is recommended that you contact Summer Session to complete the design with department logos and branding parameters.

Published materials, such as brochures, newspaper ads, flyers, etc., containing course listing, schedules and other official information such as fees, policies, and dates must obtain clearance through the Summer Session Office prior to printing and distribution. It is important that all published material and announcements contain accurate details.

Upon request, Summer Session will assist instructors and departments in the design, printing, and distribution of materials advertising for summer courses, assuring that published information is accurate and consistent and that publications achieve their intended function and do not create confusion. Should your department create promotional pieces independently, please submit materials to the Summer Session office for date and deadline verification prior to publication or distribution. For more
In addition to print media, Summer Session utilizes social media as a course promotion tool. If you are interested in the promotion of your course on Twitter, Facebook, or Instagram, please contact Angela Lenssen with your course information.

**SUMMER SESSION WEB PAGE**

The Summer Session Web page contains policies and deadlines specific to summer term. The web page also contains course list information, registration instructions, tuition and fees information, a deadlines finder, summer housing options, student surveys, social media links, and contact information.

The Summer Session Administrative page contains the 2018 Summer Planning Guide, course scheduling instruction and information, PERMS documents and deadlines, and a quick-reference summer calendar.

To view this information visit: summer.wsu.edu.

**SUMMER SESSION SOCIAL MEDIA**

The Summer Session Office maintains a presence on Facebook, Twitter, and Instagram. This medium is used to communicate upcoming events, deadlines, registration information, and course information. Social media is also utilized to provide incentive for those that follow and interact with Summer Session through social media via contests, ensuring visibility and connection with our student body.

**SUMMER EVENTS**

Summer Session hosts a variety of events throughout the summer term for students, faculty, and staff that span from February through August every year.

Events are used to connect with students and to build awareness and create involvement for those participating in the summer term. Events are designed to create a pull for students to stay in rural Pullman for the duration of their vacation. Events also serve to provide vital feedback to the Summer Session office that drive important programmatic planning through the distribution of surveys.

**PROGRAMS**

Summer Session also assists Conference Management in marketing their summer bridge programs to help build Summer Session enrollment. Print materials, emails, social media outreach, WSU announcements, public outreach, tabling, and website updates are used to market and promote the Summer Advantage and Calculated Success credit-based programs for incoming first-year students.

To view more information regarding different program details, visit: summeradvantage.wsu.edu or calculatedsuccess.summer.wsu.edu.
SUMMER PROGRAMS

SUMMER ADVANTAGE
June 25–July 27

Summer Advantage is an *early start* program that allows incoming first-year students to adjust gradually to college life while earning up to seven college credits.

Students live on campus in residence halls with the support and supervision of handpicked Peer Mentors. In addition to attending classes, students are participating in programs aimed at excelling in academic achievement, developing leadership skills, and maintaining personal integrity. Summer Advantage students take four-week courses that will apply to their desired academic program.

Visit summeradvantage.wsu.edu.

CALCULATED SUCCESS
Online – Math 110 course

Calculated Success is an online program that prepares first-year students for their first math class and gives them a *head start* on their college career.

Calculated Success is targeted at first-year students looking to sharpen math knowledge and increase ALEKS score. Poor math grades and low math placement scores can inhibit students’ academic progress. This program aims to set up for academic success in their first math class and to improve their ALEKS placement score in order to put them on track toward completing their degree.

Students take one credit Math 110.

Visit calculatedsuccess.summer.wsu.edu.
CONTACT

summer@wsu.edu
509-335-2238
Van Doren Hall

FOLLOW US

Facebook Twitter Instagram