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# PLANNING GUIDE 2017

PULLMAN & GLOBAL CAMPUS

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# 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.

## GOALS

- Summer Session mirrors the overall strengths of the university. Those reflections include a strong curriculum of liberal and practical education at both the undergraduate and graduate levels.
- Offer undergraduate and graduate programs, affording students opportunities to accelerate their academic year programs and to meet unfulfilled academic year instructional needs.
- Provide flexible scheduling opportunities with high quality controls which encourage excellence in instruction and research.
- Enable the university to more fully utilize its facilities year-round.
- Provide an opportunity to offer and expand the year-round program for international and professional students.
- Provide summer employment for faculty, undergraduate and graduate students, a key to recruitment and retention.
- Provide a supporting cultural environment, offering opportunities for physical, social, and cultural development of the whole person through summer sponsored programs, concerts, intramural sports, and recreational activities.
- Be a means of introducing new and transfer students to Washington State University through which they may discover their educational and developmental potential.
- Develop and implement innovative programs attracting and targeting new students in coordination with university recruitment efforts.
- Realize a small amount of revenue at the college and administrative levels which should be used to encourage innovative programming for summer term.
- Dedicated to student success initiatives by offering unique summer programs to better integrate new first-year and transfer students with the WSU campus, its resources, and course styles in a controlled environment.

## **PROGRAMMING SUB GOALS**

Summer Session offers programs and core activities essential to the area's fundamental role of providing year-round educational opportunities, as outlined by sub goals defined below:

- Offer a well-rounded program at the undergraduate and graduate levels, ensuring quality, relevance, and a balanced configuration of liberal arts offerings along with a full spectrum of professional and specialized courses by well qualified faculty.
- Offer courses of high demand including impacted courses, service courses, and courses which meet general education requirements.
- Encourage and enhance research opportunities for undergraduate and graduate students while utilizing university facilities.
- Provide needed course work for those seeking admission to Washington State University who have subject matter pattern deficiencies from high school or as transfer students.
- Provide opportunities for incoming first-year and new transfer students to become adjusted to college life and coursework at Washington State.

## **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](http://schedules.wsu.edu) by December 1st to encourage early planning for Summer for students and staff alike.
- b. Final Summer Session offerings available on the Web at [schedules.wsu.edu](http://schedules.wsu.edu) and in myWSU by February 1st.
- c. Review and enhance marketing strategies.

- d. Assist colleges and departments in preparation of brochures, posters, and course announcements.
- e. Market Summer Advantage (First-Year Early Start program) to incoming first-year students and school counselors.
- f. Market Calculated Success (College-level math preparation course) to incoming first-year students, parents, and incoming transfer students.
- g. Continue special mailings to graduate students, newly admitted students, and non-resident students

## **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.

## **ADMINISTRATION**

- a. Meet with Academic Associate Deans and Area Finance Officers to review Summer Session 2016 and plan for Summer Session 2017.
- b. Meet with academic advisors to communicate benefits of advising for summer session and address special challenges for summer enrollment.
- c. Work with colleges and departments to improve course scheduling.
- d. Review enrollment projection methods utilized in forecasting.
- e. Study methods of better informing students of Summer Session policies and procedures particularly as related to drop deadlines and fee payment.

# SESSIONS

## **MAYMESTER (4-WEEK MINI-SESSION)**

May 8 - June 2

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 8 - June 16

Courses offered in the early 6-week block generally meet the needs of most continuing WSU students.

## **12-WEEK**

May 8 - July 28

This is for courses that work best when given the full 12-week summer session.

## **8-WEEK**

June 5 - July 28

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 19 - July 28

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 8 - June 25

This session is used exclusively by the Carson College of Business.

## **LATE 7-WEEK**

June 26 - August 13

This session is used exclusively by the Carson College of Business.

## **INTERSESSION**

July 29 - August 20

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

| SESSION                            | DATES             | TUITION DUE | DROP     | WITHDRAWAL |
|------------------------------------|-------------------|-------------|----------|------------|
| <b>Maymester</b>                   | May 8–June 2      | May 8       | May 12   | May 25     |
| <b>Early 6-Week</b>                | May 8–June 16     | May 8       | May 14   | June 4     |
| <b>12-Week</b>                     | May 8–July 28     | May 8       | May 22   | July 3     |
| <b>8-Week</b>                      | June 5–July 28    | June 5      | June 14  | July 12    |
| <b>Late 6-Week</b>                 | June 19–July 28   | June 19     | June 25  | July 16    |
| <b>Early 7-Week<br/>(Business)</b> | May 8–June 25     | May 8       | May 16   | June 10    |
| <b>Late 7-Week<br/>(Business)</b>  | June 26–August 13 | June 26     | July 4   | July 29    |
| <b>Intersession</b>                | July 29–August 20 | July 29     | August 1 | August 13  |

### IMPORTANT DATES

|   |          |
|---|----------|
| Priority Registration begins for Summer 2016        | March 6  |
| Commencement  | May 6    |
| Summer Session Classes Begin                        | May 8    |
| Memorial Day (No classes)                           | May 29   |
| Independence Day (No classes)                       | July 4   |
| Last Day of Summer Session                          | July 28  |
| Final grades due in Registrar's Office by 5:00 p.m. | August 1 |

# 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 1035, 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\*

| <b>TIME PERIOD</b> | <b>1 CREDIT<br/>750 MIN.</b> | <b>2 CREDITS<br/>1,500 MIN.</b> | <b>3 CREDITS<br/>2,250 MIN.</b> | <b>4 CREDITS<br/>3,000 MIN.</b> |
|--------------------|------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>1 WEEKS</b>     | 2.5 hrs./day                 | Not Allowed                     | Not Allowed                     | Not Allowed                     |
| <b>2 WEEKS</b>     | 1.25 hrs./day                | 2.5 hrs./day                    | Not Allowed                     | Not Allowed                     |
| <b>3 WEEKS</b>     | 50 min./day                  | 1 hr. 40 min./day               | 2.5 hrs./day                    | Not Allowed                     |
| <b>4 WEEKS</b>     | 3 hrs./week                  | 1.25 min./day                   | 2 hrs./day                      | 2.5 hrs./day                    |
| <b>5 WEEKS</b>     | 2.5 hrs./week                | 1 hr./day                       | 1.5 hrs./day                    | 2 hrs./day                      |
| <b>6 WEEKS</b>     | 2 hrs./week                  | 50 min./day                     | 1.25 hrs./day                   | 1 hr. 40 min./day               |
| <b>8 WEEKS</b>     | 1.5 hrs./week                | 3 hrs./week                     | 50 min./day                     | 1.25 hrs./day                   |

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\* 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:

| MORNING            | AFTERNOON        | EVENING          |
|--------------------|------------------|------------------|
| 7:30 - 8:45 a.m.   | Noon - 1:15 p.m. | 4:30 - 5:45 p.m. |
| 9:00 - 10:15 a.m.  | 1:30 - 2:45 p.m. | 6:00 - 7:15 p.m. |
| 10:30 - 11:45 a.m. | 3 - 4:15 p.m.    | 7:30 - 8:45 p.m. |

## 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 student 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.

The Summer Session Office is available as a resource for marketing and promoting courses with the goal of increasing course enrollment. If there are concerns about course enrollments it is encouraged to reach out to the Summer Session Marketing Coordinator at [summer@wsu.edu](mailto:summer@wsu.edu) or 509-335-2238.

## **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](mailto: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. \*\*

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\* 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](mailto: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](http://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 2017 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](mailto: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).

## COURSE SUBMISSION DEADLINES

|                    |  |
|--------------------|--|
| <b>OCTOBER 1</b>   | Major and Minor Curricular Change forms due for course changes to be included in Summer Session. Send requests to <a href="mailto:wsu.curriculum@wsu.edu">wsu.curriculum@wsu.edu</a> |
| <b>OCTOBER 1</b>   | Departments begin submitting courses through myWSU Schedule Builder  |
| <b>NOVEMBER 1</b>  | Deadline for initial first proofing of Summer Session courses through myWSU Schedule Builder.<br>Note: Courses will appear on schedule of classes after this initial proofing.       |
| <b>DECEMBER 1</b>  | Deadline for space requests to Summer Session Office   |
| <b>DECEMBER 15</b> | GUC classrooms assigned  |
| <b>DECEMBER 15</b> | Final proofing opens for Summer Session Schedule of Classes in myWSU Schedule Builder  |
| <b>JANUARY 15</b>  | Deadline for final proofing  |

# MARKETING & PROMOTIONS

## **DIRECT MAILING**

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

## **MARKETING ACTIVITIES**

The Summer Session Office markets using a variety of activities: postcards at strategic times; brochures and booklets containing informational pieces and program options; Daily Evergreen advertisements; print pieces 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; communication and printed material distribution to high school and middle school counselors; web page and social media presence; 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](mailto: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.

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. Summer Session will 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.

## **PROMOTION ASSISTANCE FOR DEPARTMENTS**

Upon request, Summer Session staff 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

information, contact Angela Lenssen, Summer Marketing Coordinator, at [angela.lenssen@wsu.edu](mailto:angela.lenssen@wsu.edu) or 509-335-9809.

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, summer housing options, student surveys, social media links, and contact information.

The Summer Session Administrative page contains of the 2017 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](http://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. As well, social media is utilized to provide incentive for those that follow and interact with Summer Session through social media via contests, ensuring visibility and communicability 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 through the distribution of surveys.

## **PROGRAMS**

The Summer Session Office also markets for credit-based 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: [summer.wsu.edu](http://summer.wsu.edu).

# SUMMER PROGRAMS

## **SUMMER ADVANTAGE**

July 3–July 29

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](http://summeradvantage.wsu.edu).

## **CALCULATED SUCCESS**

July 31–August 22

Calculated Success is a two-week, two-credit 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 interested in obtaining a degree with a STEM focus. Poor math grades and low math placement scores can inhibit students' desires to continue in a STEM degree; 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 each of Math 110 and UCollege 100 (Life & Study Skills).

Visit [calculatedsuccess.summer.wsu.edu](http://calculatedsuccess.summer.wsu.edu).



# CONTACT



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## FOLLOW US

