Scheduling for Summer Term

Topics:

- Faculty Credit Load and Limits
- Independent Study
- Session
- Section Sequence and Dates
- Class Section
- Associated Class
- Instruction Mode
- Class Topic
- Schedule Print
- Facility ID
- Instructor Role, Access, and Print
- Consent (add/drop)
- Enrollment Capacity
- Notes
Policy

Faculty Credit Load

– UNLV Faculty may teach up to (7) seven course credits, exclusive of independent study credits, for the entire 13-week Summer Term.

– Faculty requesting exception must complete the Summer Term Faculty Credit Load Exception form; get approval of the Department Chair and Director/Dean; and forward it to the Summer Term Office. Credit Load Exception forms are due to the Summer Term Office by October 13, 2017.

Teaching limits

– UNLV faculty may teach up to (7) seven credits for the entire 13-week term. See Faculty Credit Overload Exceptions below. Teaching limits for each instructional period are:

  • One credit in one week
  • Four credits in three weeks
  • Seven credit in five weeks

– These limits will be reviewed at the end of the open schedule build period and when new course requests are submitted.
Procedure

**Independent Study**

- Most independent studies offered by your department in Summer Term 2017 have been rolled to Summer Term 2018.
- It is recommended to add any new sections you might need, edit current sections, but not delete any sections unless you are certain they will not be offered.
- Independent Studies (thesis, dissertation, directed readings, etc.) can be scheduled across the entire thirteen week term or by individual session.
- Each faculty member instructing an independent study should be assigned their own section.
  - Example: XXX 792 – Independent Study
    - Section 1001: Jane Reb
    - Section 1002: Joe Reb
    - Section 1003: Hey Reb


Session

• Enter the “Session” accordingly:

  – SU1 = Summer Session 1; this runs for 3 weeks from 5/14/2018 to 6/1/2018
  – SU2 = Summer Session 2; this runs for 5 weeks from 6/4/2018 to 7/6/2018
  – SU3 = Summer Session 3; this runs for 5 weeks from 7/9/2018 to 8/10/2018
  – SRG = Summer Regular; this runs for 13 weeks from 5/14/2018 to 8/10/2018
  – SDY = Summer Modular; dates must be entered manually for this option
Session

Make sure the dates on the ‘Basic Data’ and ‘Meetings’ tabs are the same and match the ‘Session.’
Section Sequence and Dates

• “Class Section” numbers are entered sequentially. They are organized as follows:
  – By session number (i.e. all Session 1, then all Session 2, etc.)
  – By course start time (i.e. 8:00 a.m. first, then 9:40 a.m.)

• Any SDY Summer Modular courses should be organized by their start dates. For example, an SDY course beginning 5/14/2018 that runs through 7/6/2018 (from Session 1 through Session 2) should appear at the end of Session 1 courses. All SRG Summer Regular courses should be organized after Session 1 courses by their start times.
  – The section numbers do not necessarily match their placement in the “Class Sections” tables on the Basic Data page. This is not a problem.
Within each session, the section at the earlier time comes before the section at the later time, and web (WB) sections are listed after courses with a meeting pattern.
Associated Class

These must match...

...except when there is a non-enroll lab.
The instruction mode indicates whether this course is designated as In Person (P or EN) or Web (WB or WM).

During Summer Term this mode also assists us in determining whether a letter of appointment needs to be generated for the instructor. Courses designated as In Person or Web will appear on the respective department’s Employment Document Spreadsheet.

Courses designated as an Independent Study (IS) or Field Study (FS) are categorized as non-classroom instruction and faculty may claim payment, according to guidelines, by submitting an Independent Study Request for Payment form that may be found on the Summer Term website.
The “Schedule Print” box is checked by default. For any non-published courses, please remember to uncheck this box, otherwise your course will appear in the schedule, on the web, and in class search.
If the topic you need is not listed, you may request a new topic. Topics are limited to 30 characters, including spaces. Please email your request to summerterm@unlv.edu
Facility ID

- Enter **department owned rooms** at this time using the magnifying glass for ‘Facility ID’ to ensure the room is reserved. This will avoid room conflicts during optimization, and ensure your room capacity meets enrollment capacity. If no room is required please use code ‘2123’ for ‘Department Arranged.’

- If you are using another department’s room, please make sure you have permission from that department before assigning the room to your class.

- **Computer teaching facilities are limited** during Summer – please make sure to assign those rooms to your classes now.

- **Special accommodations** should be emailed to **summerterm@unlv.edu** for general purpose rooms due to faculty mobility or medical needs.
Facility ID

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Building</th>
<th>Room</th>
<th>Description</th>
<th>Facility Type</th>
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<td>NA</td>
</tr>
<tr>
<td>2122</td>
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<td>BASED</td>
<td>Web-based</td>
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</tr>
<tr>
<td>2123</td>
<td>DEPT</td>
<td>ARRANGED</td>
<td>DEPT ARRANGED</td>
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<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Campus</th>
<th>Location Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNLV1</td>
<td>MAIN</td>
<td>5THSTREET</td>
<td>5th Street School</td>
</tr>
<tr>
<td>UNLV1</td>
<td>MAIN</td>
<td>CCGOV CNTR</td>
<td>Clark County Government Center</td>
</tr>
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<td>MAIN</td>
<td>MAINUNLV</td>
<td>UNLV Main</td>
</tr>
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<td>Nellis AFB</td>
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<td>Shadow Lane</td>
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<td>STDYABROAD</td>
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<tr>
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<td>MAIN</td>
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<td>Web</td>
</tr>
</tbody>
</table>
Indicated above, there are 3 people listed. There is a Primary Instructor who will be seen in the schedule, an administrative assistant who will not be seen in the schedule, and an administrator (or could be a department chair, etc.) who will not be seen in the schedule. All of these individuals are set to approve access.

Indicated above, no one is listed as an instructor for the course. The ‘Print’ box is checked and ‘Access’ is set so the course will appear in the schedule with the instructor name listed as ‘Staff.’
Consent (add/drop)

Use add consent to control enrollment.

Drop consent is problematic for students that want to drop the class.
Enrollment Capacity

Since capacities were rolled from last summer, make sure they are correct.

If you expect that the enrollment cap may be raised, then the ‘Requested Room Capacity’ should be set higher, but only by a few. Now the cap may be raised and the class may stay in the same room.
Notes were rolled from last summer. Please check the notes to ensure their accuracy and enter any notes specific to each course and section if needed. If the note is unavailable as a standard note, and will be re-used for other sections, then please notify Summer Term so we may create the note to ensure consistency each time it is used.